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ABSTRACT

A project was conducted by Missouri LINC to create a computerized data bank of entry and exit-level competencies that could be applied to special education students in vocational education. The competencies that were developed through that project are contained in this guide. They are expected to be useful for vocational and special education teachers in creating individualized education plans (IEPs) and in counseling with students and parents. The competencies are numbered and grouped by academic areas and vocational areas. They cover the following academic areas: behavior, communication, mathematics, occupational awareness, equipment, and physical skills. The occupations covered are air conditioning and refrigeration, agricultural occupations, automobile service, boat/hull repair, building and maintenance, business and office, boat and power equipment, building trades, child development, data processing, drafting, electronics, food service, general, health occupations, horticulture, masonry, merchandising and fashion, machine shop, small engine repair, and sewing. A guide is included for using the computerized objectives with individual students. (KC)

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Computerized Vocational Objectives Manual and Data Bank

for Students with Special Needs

609 Maryland Avenue
University of Missouri-Columbia
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A User's Manual and Comprehensive Data Bank of over 3000 Vocational Entry and Exit Level Objectives designed for Special Needs Learners

COMPUTERIZED VOCATIONAL OBJECTIVES

MANUAL AND DATA BANK FOR

STUDENTS WITH SPECIAL NEEDS

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November 2, 1984

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FOREWORD

The manual and the complete listing of 3,348 Computerized Vocational Objectives were prepared to assist school staff with expert planning for the training and employment of students who have disabilities that constitute handicaps for education and employment.

Rather than provide a final report of the project as submitted to the Department of Elementary and Secondary Education, this "how to" manual has been prepared. For those who are interested, background material has been provided in the first section.

Feedback regarding the usefulness of the manual will be appreciated. Please let us know your reaction by calling Missouri LINC 800-392-0533 (Missouri residents) or writing to Missouri LINC, 609 Maryland, University of Missouri-Columbia, Columbia, MO 65211.

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SECTION I

Introduction

Computerized data banks of vocational objectives can improve services for secondary level handicapped students by reducing the time required to write individual education plans (IEPs). The need for data banks was developed from concerns expressed by special and vocational education personnel regarding the lack of communication of information across the traditional boundaries between vocational and special education. To this date, few data banks exist which provide a comprehensive list of general and specific vocational objectives for special education students. During the 1982-83 fiscal year, Missouri LINC staff edited a list of vocational objectives, a system for integrating these objectives into the IEP, and related materials to assist LEA staff members in implementing these objectives.

Review of the Literature

The need for data banks of vocational objectives is justified in two ways. First, vocational instructors are often reluctant to accept students with handicapping conditions into their classes. Also, most special education teachers possess little vocational education information. Greenan and Phelps (1982) found in surveying state directors for vocational, special and vocational special needs education that there is a lack of appropriate vocational options and services delivered to handicapped learners. Second, Albright and Hux (1981) determined from a gathering of parents, vocational educators and child study personnel meeting to discuss vocational programming for handicapped students that the staff who formulate IEPs lack knowledge of available vocational education programs. A further concern identified is that the vocational educator has little or no contact with persons responsible for formulating the IEPs.

The IEP is a management tool that is useful to vocational educators working with special education students. Gill and Hawley (1981) suggest that vocational educators should take an active stand supporting development of vocational objectives in the IEP staffing. They suggest that active management refers to an energetic, anticipatory style of supervision wherein the vocational educator is a contributing member of a team effort. Contributing members become aware of the assessment data and how they relate to the goals and objectives established in the IEP conference. This interaction helps them provide information on vocational programs that special educators need.

Sarkees and Gill (1981) describe responsibilities vocational educators can assume in relation to the IEP. The vocational educator may provide exploration activities, identify key program information, determine classroom physical accessibility and analyze the prevocational/vocational background of the learner to assess the student's present level of performance. To develop long-range goals and short-term objectives, the vocational educator can 1) help identify an appropriate vocational goal based on the student's career objectives and future employment possibilities, 2) identify a sequence of short-term performance objectives, 3) help the student and staff reassess vocational goals as students progress through the program, 4) readjust short-term objectives as necessary and 5) identify specific performance criteria for mastery of each short-term objective. Vocational instructors may arrange for specific education services in a number of ways including obtaining and modifying curriculum materials, task analyzing instructional areas, using appropriate instructional techniques and identifying remedial assistance needed. In evaluating the IEP, the vocational educator can analyze student performance according to the specific criteria established for mastering each short-term objective, participate in periodic review conferences, establish ongoing evaluation procedures to provide continuous feedback regarding the progress of the learner in the vocational program, and use evaluation feedback to modify or revise goals, objectives, and teaching strategies for overall program areas.

Even if the vocational educator does not actively support the management process of the IEP, he or she may benefit in the following ways:

1. Learn about the student,
2. understand why his/her class was chosen for the student,
3. meet support personnel,
4. participate in helping the student establish priorities in education and,
5. voice a need for special services or equipment (Kok and Parrish, 1980).

Strategies for developing IEP vocational objectives are currently weak (Albright and Hux, 1981), but educators can specify vocational objectives which reflect skills that are actually required on-the-job. In delineating ways to determine the present level of student performance, Gill and Longone (1982) list these factors:

1. Students' stated occupational interest,

2. results of occupational interest assessment,

3. results of occupational aptitude assessment,

4. direct measurement of operationally defined prevocational and occupational readiness behaviors,

5. prior occupational experience,

6. physical capacity for work,

7. mental capacity for work,

8. results of vocational education program performance samples, and

9. results of a planned exploratory sequence in and among various regular vocational education programs.

The data can be used to establish the long-term goal and short-term objectives in vocational education.

In many cases the vocational instructor will be able to specify equipment modifications that must be made to accommodate the student; in any event, the participating instructor will have knowledge of available support services. Involvement in the IEP process will provide the instructor with an understanding of what is needed and why it is needed for evaluating the student and the program.

The IEP becomes a management tool for the vocational educator when the instructor is involved to the point of visualizing the IEP as an integrative process aiding in the management of the student's program for both program efficiency and student competency (Gill and Hawley, 1981).

Vocational educators need for involvement in writing objectives for the IEP has been documented extensively. Also, the need for specific information about vocational programs remains a high priority for special education personnel. However, a major structural problem remains in providing a communication network for this information exchange to take place. The responsibilities of instructional professionals are numerous, and the reality of the instructional day does not often allow a vocational educator to attend IEP staffings to provide direct input for the objective selection process. As a result, it becomes increasingly important to provide accurate vocational information in the form of instructional objectives for the staffing team.

SECTION II

Understanding the System

The instructional objectives were placed in a format analogous to that used by the authors of the C K Associates Apple IEP System due to the fact at this time more schools in the state are using this particular IEP system than any other. For public school personnel who have this system, the computerized objectives can be obtained by sending three blank floppy disks to Missouri LINC and requesting that a copy of the objectives be made for them. Personnel who are not using the IEP system may use this manual and hard copy data bank with manually produced IEPs or copy these objectives into their own system.

A. Conceptual Model of Vocational Education Objectives for Missouri Special Needs Staff

Based upon knowledge of career education, educational placement and training, and job placement and follow-up, the LINC staff conceived a program that has two types of objectives: vocational entry and vocational exit. All of the objective statements have been placed under one of these two types. The bulk of the objective statements will be based on previous work in entry level skills criteria (ELSC).

LINC staff also organized and edited two levels of objectives: general and specific. The general list will be helpful to persons preferring to prepare students for entering a vocational school without regard to field of training. The specific lists will be much more helpful when preparing students for individual vocational-technical training programs.

B. Guide to Implementing the Model

The vocational entry and vocational exit sets of objectives have been edited from work that vocational instructors from Lake Area Vocational Technical School (Camdenton), Columbia Area Career Center, and Mexico Area Vocational Technical School completed between 1981 and 1983 when working with Missouri LINC in the Entry Level Skills Criteria Project. The vocational entry objectives represent their work known as Entry Level Skills Criteria and the vocational exit objectives represent their work in Exit Level Skills Criteria.

For both the vocational entry and vocational exit areas two listings are available: one for general or common skills and one for specific occupational training areas. School staff must first determine the level of specificity they wish to use in designating vocationally oriented objectives. The vocational entry objectives should be particularly helpful to junior and senior high special educators in planning curricula for ninth and tenth grade students who may wish to obtain specific vocational training in the junior and senior years.

When a student is planning/desiring to enter a specific vocational training area, the vocational exit objectives will provide the staff, student, and family with a list of potential objectives that may be used to aid them to understand course content (although a list of local objectives will provide a more accurate view), and to determine specific objectives a student should accomplish within the course. The desired objectives should be written into the student's IEP. In many cases all of the objectives which the IEP committee wish to incorporate may be in the list. In other cases it will be necessary to write additional objectives.

C. Content of the Objectives

These lists of objectives may be considered a data bank or catalog of vocational entry and vocational exit objectives. Just as no catalog lists all products, the data bank is also incomplete (Table 1). The objectives are the ones which some vocational teachers considered to be important. Other vocational teachers will wish to add objectives that fit their own training program. Personnel at the local level should feel free to delete or modify any objective to meet local needs. When objectives are deleted, new ones may be written and assigned to any number not currently in use. You will note that room has been left to add objectives between each of the current objectives, except where too few numbers were available. Also, regarding deletion, the user may find redundancy within certain subcategories; this is a result of providing as wide a variety of objectives as currently are available. Hopefully, the wide range will be helpful in meeting individual needs. However, more than one objective may be written at the same level; in such cases, a deletion should be made.

At this point no effort has been made to write objectives in the format considered to be ideal. Staff at Missouri LINC have edited objectives which are available through the Entry Level Skill Criteria Project (ELSC) dealing with only the first part of an objective, the action-oriented phase. Local school staff must add the conditions under which a student is to fulfill the objective and determine the criteria for success or use the action-oriented component alone.

TABLE 1

Distribution of Objectives

	Number	Per Cent of Total	
Vocational Entry	1,030	31	
Vocational Exit	2,318	69	100%
Equipment	1,679	50.08	
Communication	814	24.28	
Mathematics	311	9.27	
Behavioral	275	8.20	
Physical	179	5.34	
Occupational Exploration	88	2.63	99.8%
Vocational Entry Equipment	247	7.37	
Vocational Exit Equipment	1,432	42.72	
Vocational Entry Communication	310	9.25	
Vocational Exit Communication	504	15.04	
Vocational Entry Mathematics	199	5.88	
Vocational Exit Mathematics	114	3.40	
Vocational Entry Behavioral	149	4.45	
Vocational Exit Behavioral	126	3.76	
Vocational Entry Physical	94	2.80	
Vocational Exit Physical	85	2.54	
Vocational Entry Occupational Exploration	31	0.92	
Vocational Exit Occupational Exploration	57	1.70	99.83%

D. Conceptual Framework for These Objectives

Training needs of secondary special education students may be conceptualized as belonging to two types: vocational entry and vocational exit (Diagram 1). Vocational entry needs identify entrance requirements including academic, behavioral, and work related knowledge and skills. Vocational exit needs, however, can be addressed by the vocational-technical instructors within specified programs. This thinking is reflected in the sets of objectives by labeling all of the objectives either VE for Vocational Entry or VX for Vocational Exit.

The second factor in conceptualization is identifying the subject matter. For the sake of clarity each of the training fields has been assigned its usual name at the beginning of the set of objectives and has also been assigned two letters (alphanumeric) in order to facilitate computerization.

The third level of differentiation is based on the type of processes involved regardless of the training field. Following the ELSC model these areas are equipment, communication, mathematics, behavior, physical, and occupational exploration skills. Thus, all of the objectives are labeled according to one of these six categories using Q for equipment, C for communication, M for mathematics, B for behavior, P for Physical, and O for occupational exploration development.

The fourth factor is a means of numbering the objectives in a manner that will help the system users. The numbering occurs at two levels: one to identify general areas and the second level to identify each of the objectives within the general area.

E. The Numbering System

The number-labeling of objectives follows a system which will be an asset in accessing the lists. The following explanation should be referred to until you are familiar with the scheme. Look at this example as you examine Diagrams 1 and 2 and read the explanations: EACB 100.

Column 1 is an abbreviation for the two major categories of objectives:

E is for Vocational Entry Objectives (entry level skills)

X is for Vocational Exit Objectives (exit level skills).

The example (EACB 100) is an entry objective. All of the objectives will fall into one of these two categories and will have one of these two abbreviations at the beginning of their number.

Diagram 1

Explanation of the Numbering System

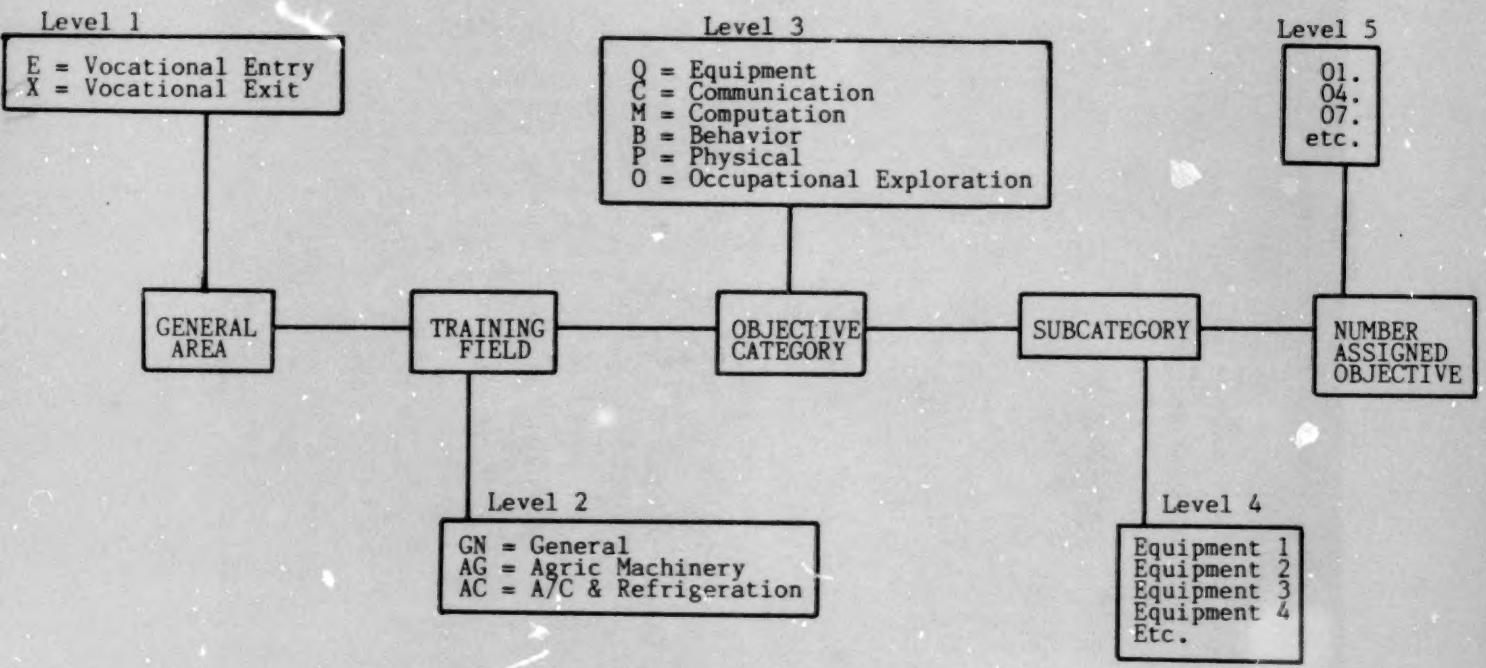

Diagram 2

Explanation of Subcategories of Numbering Systems

The two types of behavioral objectives are:

1 = Attending tasks — BEHAVIORAL

2 = Attitudes

These codes in communications are:

1 = Reading — COMMUNICATIONS

2 = Listening

3 = Writing

4 = Speaking

The codes in mathematics are:

1 = All types of calculations — MATHEMATICS

2 = All types of measurement including time

The five codes in physical objectives are:

1 = Physical strength — PHYSICAL

2 = Endurance

3 = Manual dexterity

4 = Performing specified motions

5 = Work environment

The eight codes in equipment skills are:

1 = Identify hand tools — EQUIPMENT

2 = Use hand tools

3 = Identify power tools

4 = Use power tools

5 = Identify materials (commonly used in the training field)

6 = Use materials

7 = Identify equipment

8 = Use equipment

Columns 2 and 3 refer to alphanumeric numbers assigned to each particular training field. "GN" is used for the set of "general" objectives, those objectives that should be sufficiently general that they apply to all training areas. The "AC" in our example is for Air Conditioning and Refrigeration. Diagrams 1 and 2 illustrate the use of these numbers. Each set of objectives will have the training field name listed at the beginning of the list. Assigning a number to each name is simply a convenience to make computer retrieval easier.

Column 4 is an abbreviation for one of 6 subcategories of objectives. These subcategories are:

Q for Equipment skills,

C for Communications skills,

M for Mathematics skills,

B for Behavioral skills,

P for Physical skills, and

O for Occupational Exploration skills.

Thus, in the example (EACB 100), the "B" is for behavioral. All objectives will be divided into one of these 6 subcategories. However, in some cases some of these subcategories will not have any objectives listed as none have been written by ELSC staff for that training field. When no objectives have been written for a subcategory, this subcategory will simply not appear in the objectives data bank. No breakdown has been designated for the occupational exploration category.

Column 5 is assigned to identify objectives by function within the training fields. Each of the types of skills (equipment, communications, mathematics, behavioral, physical and occupational exploration) are broken down into another level as shown in Diagram 2. In our example the "1" stands for attending to task.

The last two columns are reserved for the numbering of the specific objectives that fall within each of these various functions. In our example, only zeros are used. This means that we are dealing with a broad, general category. The number 101 would be the first specific objective within the subcategory of attending to tasks.

SECTION III

Implementation Guide

The Implementation Guide has been designed to provide the user with quick, "how-to use" the computerized objectives when working with individual students.

Step 1. Identifying the Appropriate Set of Objectives

Column 5 is assigned to identify objectives by function within the training fields. Each of the types of skills (equipment, communications, mathematics, behavioral, physical and occupational exploration) are broken down into another level as shown in Diagram 2. In our example the "1" stands for attending to task.

The last two columns are reserved for the numbering of the specific objectives that fall within each of these various functions. In our example, only zeros are used. This means that we are dealing with a broad, general category. The number 101 would be the first specific objective within the subcategory of attending to tasks.

Teachers and other personnel concerned with educational placement of special education students must first determine whether they wish to use vocational objectives to prepare students for entry into vocational education or to identify what students are to accomplish in a vocational training program. Preparing students for entry into vocational education can be accomplished by using the Vocational Entry (VE) Objectives. These objectives are to be used to assist special or regular educators to determine skills a student will need if he/she enters vocational training. These are usually taught prior to the third year of high school.

Vocational Exit Objectives, on the other hand, are objectives which vocational educators will accomplish with students. Personnel in the IEP conference can use the VX Objectives to familiarize themselves with the type of training involved in vocational education and to determine if a student will go into a regular (non-modified) vocational training program or if a student can be placed in a program designed to achieve modified outcomes.

Generalization: VE Objectives help special education students meet minimum entry requirements for vocational education programs. VX objectives help vocational educators to prepare students to obtain employment after training is complete.

Step 2. Use Statement of Present Level of Functioning to Determine Student Training Needs

The statement of present level of functioning should identify student's strengths and weaknesses in academic areas. Teachers may need to administer an instrument in the area of equipment skills in order to identify student skills regarding equipment. Once training needs have been identified, the teacher and conference members select VE Objectives which meet the needs of the student.

To illustrate this step, use this example for VE planning. Suppose a special education student, John, has expressed an interest in working with tools, maintaining grounds and buildings, and is nearing his sixteenth birthday. He is not particularly motivated to continue with regular school work but says he wants to work and is interested in vocational training. A review of his present level of functioning indicates that he reads on a 3.2 grade level and that he achieves about a 3.8 grade level in math. It is necessary to identify specific skills within reading and math in order to plan for/with him. One means is to review the component parts of the achievement test results to gauge strengths and weaknesses. In some cases, a checklist that includes many of the general VE Objectives can be very helpful in assessing where the student is functioning. Next, look at the VE Objectives for a field that matches John's interests and will capitalize on some of his strengths. In this case, the training field of Building/Commercial Maintenance should be explored with him. If a decision is made to plan to enter this area, the teacher then turns to the VE Objectives for Building/Maintenance and identifies entry criteria which John can or cannot now meet. The criteria which he does not possess in the areas of Equipment, Communication, Mathematics, Behavior, Physical, and Occupational Exploration Skills are then listed as objectives to be learned during the next specified period of time (nine weeks, semester, or school year).

For purposes of illustration, assume that John wishes to work primarily with building maintenance. He can identify most common hand tools (EBMQ100) but cannot identify a plane (EBMQ119) or a square (EBMQ125). These become objectives to be mastered and are listed on the IEP. He also has difficulty in following written directions (EBMC101) and in reading a work order (EBMC119). These are added to the IEP. In the area of mathematics, he has difficulty in adding, subtracting, multiplying and dividing simple fractions (EBMM104). These are added as they are essential for the person to be able to do when entering the Building Maintenance Training Program. The teachers would continue through the other categories of objectives to determine objectives which are essential for entry to training but are ones that John cannot now accomplish. These objectives become the plan for him.

When the vocational entry instruction has been completed, the student is assessed for admission to the vocational-technical course. The VX Objectives will be helpful in determining what the student is to accomplish in the vocational technical course and the most pertinent ones will be written into the IEP for the new time period. The vocational instructor, who may or may not be a member of the IEP team, will be responsible for the instruction. However, the IEP team may determine that support services in such forms as tutoring, VRE services to the instructor and/or student, or special equipment may be needed. The VX Objectives, however, will be most helpful in giving all members of the IEP team an understanding of what the student is to encounter in the vocational-technical training program.

Step 3. Learn to Work Through the Objective Numbering System

While the system may seem cumbersome at first, it is designed to make the group of desired objectives easier to find. A few categories of the system should be learned. These are:

E for Vocational Entry,

X for Vocational Exit,

Q for Equipment,

C for Communication,

M for Mathematics,

B for Behavior,

P for Physical,

O for Occupational Exploration.

The remainder of the system will be easier to use by remembering that the second two numbers/letters refer to the name of a set of objectives such as Building/Commercial Maintenance (BM). When the last two columns are both zeros (OO), a subcategory is involved. With a little of experience these subcategories will be useful in identifying specific skills which students should have. For a thorough explanation of the system, refer to Diagrams 1 and 2.

Step 4. Write Additional Objectives That Are Needed

All of the objectives necessary to meet individual needs may not have been identified. Add the objectives you need; chances are that they will be needed again in the future.

Step 5: Use the Data Bank for Academic Advising, Student Counseling, Consulting with Teachers and Parents

The data bank of objectives can be used in a variety of ways. One field reviewer remarked that it would probably be used less for developing IEPs than for guidance, counseling, and consulting. It will be a basis for communication with vocational instructors, provide information about programs to students and parents, and help students understand the rationale for learning academic subjects. It will also provide structure to secondary special education programs, making programs from one district to another more similar.

SECTION IV

Summary and Recommendations

The manual contains 3,348 objectives distributed over six areas. LEA staff may choose the objectives appropriate for their students and develop additional ones to meet individual needs. These new ones may be stored on the existing disks by adding each objective in the empty spaces near existing and related objectives.

The numbers of objectives in the areas of equipment, communications, and mathematics appear to be adequate for the fields of training which have been addressed. With assistance from the vocational educator, a special educator should be able to develop vocational entry objectives in these areas for new fields of training. An inadequate number of objectives exist in the areas of behavior, physical, and occupational exploration skills. It is highly important that more objective statements be developed in these areas. Missouri LINC staff will continue to address this issue and solicit copies of statements written by LEA staff.

Users need to be reminded that the conditions under which a student is to meet the objective and criteria for success for each objective should be developed in order for objectives to be most useful. In addition, the special education professional must remember that the data bank of objectives does not describe any one program. LEA staff must consult with the instructors of each training program in order to determine the content of local vocational-technical training programs. In fact, a highly beneficial outcome for all students might result from the special education teacher assisting the vocational education teachers to develop their own vocational entry and exit criteria.

Instructions which accompany most microcomputer IEP systems will specify clearly the importance of duplicating an extra set of disks to use rather than using the master copy set. This is important for disks that are used often, as disks do wear out and can be damaged by food, drink, or inappropriate handling.

Table 2
Detailed Distribution of Objectives by Vocational Entry (VE) and Vocational Exit (VX) Skills

SUBJECT AREAS	Behavior	Communication	Mathematics	Occupational Exploration	Physical	Equipment
GENERAL	17/15	15/16	18/3	18/7	8/5	*4/9
ACCOUNTING II	/0	/12	/4	/0	/0	**0/0
AG MACHINERY	1/1	8/22	4/2	0/0	4/0	13/69
A/C & REFRIGERATION	6/1	14/82	21/16	7/2	0/3	20/72
AUTO BODY	/3	/3	/1	0/0	/1	**/68
AUTO SERVICES	16/11	12/5	14/1	0/3	16/0	22/193
BOAT REPAIR: HULLS	5/9	5/0	7/0	0/0	5/4	8/23
BOAT REPAIR: POWER TRAIN	6/9	11/0	9/0	0/0	4/1	7/59
BLDG. COMMER. MAINTENANCE	8/9	16/18	10/3	0/3	0/0	52/103
BUILDING TRADES	9/1	16/10	11/8	0/0	6/7	23/78
BUSINESS & OFFICE	6/14	40/27	13/14	2/6	2/1	31/64
CHILD DEVELOPMENT	2/5	23/17	3/0	3/2	1/0	0/13
DATA PROCESSING	7/6	21/27	10/0	0/3	4/2	5/48
DRAFTING	5/	10/	6/	0/	3/	0/
ELECTRONICS	3/1	6/15	11/19	0/1	2/0	12/62
FOOD SERVICE	9/11	14/34	6/18	0/17	3/5	12/97
HEALTH OCC.	11/16	21/85	11/2	0/16	2/40	4/89
HORTICULTURE	3/0	7/27	3/0	0/1	/36	10/29
MACHINE SHOP: LATHE	10/0	13/5	10/6	0/1	12/0	8/68
MACHINE SHOP: WELDING	**/4	**/45	**/0	**/4	**/0	**/128
MARKETING FASHION DESIGN	10/8	26/38	10/17	0/10	2/6	0/26
MASONRY	3/0	11/12	6/0	0/1	5/6	3/78
SEWING	7/2	14/4	5/0	0/0	0/0	3/38
SMALL ENGINE	3/0	7/0	9/0	0/0	12/0	10/18

*Vocational Entry Skill appears on the left half and VX skills appear on the right half.

** Included under a related category

Without this backup, the amount of time involved in replacing a damaged disk is considerable. The time factor in terms of money alone is large enough to warrant the acquisition of an additional set of disks.

Feedback from and additional objectives written by users are requested and will be used to improve the utility of this document. Please send your comments and additional objectives to:

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609 Maryland
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Columbia, MO 65211

comp/26

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ENTRY AC&REFRIG

AC&R BEHAVIOR

EACB 100 ATTEND TO TASKS
EACB 101 STAY ON TASKS
EACB 104 COMPLETE ASSIGNMENTS
EACB 107 BE PRESENT FOR CLASS/WORK
EACB 110 RESPOND POSITIVELY TO SUPERVISION

EACB 113 MAKE INDEPENDENT DECISIONS

ENTRY AC&REFRIG

AC&R COMMUNICATION

EACC 100 READ OR DEVELOP ALT STRATEGY TO OBTAIN INFO
EACC 101 READ DIALS ON AC/REFRIGERATION EQUIP
EACC 104 READ DIAGRAMS
EACC 107 READ METERS
EACC 110 READ CHARTS

EACC 113 FOLLOW WRITTEN DIRECTIONS
EACC 200 LISTEN OR DEVELOP ALT STRATEGY TO OBTAIN INFO
EACC 201 FOLLOW ORAL DIRECTIONS
EACC 300 WRITE LEGIBLY OR DEVELOP ALT STRATEGY TO REPORT INFO
EACC 301 LIST PROPERTIES OF MANGANESE STEEL

EACC 304 LIST PROPERTIES OF ALUMINUM
EACC 307 LIST PROPERTIES OF BRASS
EACC 310 LIST PROPERTIES OF COPPER
EACC 313 LIST PROPERTIES OF STAINLESS STEEL

ENTRY AC&REFRIG

AC&R MATH

EACM 100 CALCULATE PROBLEMS USING BASIC FOUR OPERATIONS
EACM 101 ADD WHOLE NUMBERS
EACM 104 SUBTRACT WHOLE NUMBERS
EACM 107 MULTIPLY WHOLE NUMBERS
EACM 110 DIVIDE WHOLE NUMBERS

EACM 113 ADD DECIMALS
EACM 116 SUBTRACT DECIMALS
EACM 119 MULTIPLY DECIMALS
EACM 122 DIVIDE DECIMALS
EACM 125 ADD FRACTIONS

ENTRY AC&REFRIG

AC&R MATH

EACM 123 SUBTRACT FRACTIONS
EACM 131 MULTIPLY FRACTIONS
EACM 134 DIVIDE FRACTIONS
EACM 137 COMPUTE DECIMALS TO THE NEAREST .001
EACM 140 READ DECIMALS TO THE NEAREST .001

EACM 143 READ BASIC FRACTIONS
EACM 146 USE FORMULAE TO SOLVE PROBLEMS
EACM 149 CALCULATE PROBLEMS USING MIXED NUMBERS & ALL 4 OPERATIONS
EACM 200 MEASURE ACCURATELY
EACM 201 MEASURE ACCURATELY WITHIN 1/8 OF AN INCH

EACM 204 MEASURE ACCURATELY WITHIN 1/16TH OF AN INCH

ENTRY AC&REFRIG

AC&R OCCUP AWARE

EACO 100 DESCRIBE WORK IN THIS FIELD
EACO 101 STATE JOB FUNCTIONS OF FIELD
EACO 104 IDENT EMPLOYER EXPECTATIONS OF WORKERS IN FIELD
EACO 200 EVALUATE ABILITIES TO OBTAIN EMPLOYMENT IN FIELD
EACO 201 LIST ONE'S OWN STRENGTHS AND WEAKNESSES FOR WORK IN FIELD

EACO 204 DEVELOP VITA
EACO 207 LIST REQUIREMENTS FOR OBTAINING EMPLOYMENT IN FIELD

ENTRY AC&REFRIG

AC&R EQUIPMENT

EACQ 100 IDENT COMMON HAND TOOLS
EACQ 101 IDENT REGULAR SCREWDRIVER
EACQ 104 IDENT PHILIPS SCREWDRIVER
EACQ 107 IDENT WIRE CUTTER
EACQ 110 IDENT NEEDLE-NOSE PLIERS

EACQ 113 IDENT REGULAR PLIERS
EACQ 116 IDENT LONG NOSE PLIERS
EACQ 119 IDENT DIAGONAL CUTTERS
EACQ 122 IDENT CRIMPING TOOL
EACQ 200 USE COMMON HAND TOOLS

ENTRY AC&REFRIG

AC&R EQUIPMENT

EACQ 201 USE REGULAR SCREWDRIVER
EACQ 204 USE PHILLIPS SCREWDRIVER
EACQ 207 USE WIRE CUTTER
EACQ 210 USE NEEDLE-NOSE PLIERS
EACQ 213 USE REGULAR PLIERS

EACQ 216 USE LONG NOSE PLIERS
EACQ 219 USE DIAGONAL CUTTERS
EACQ 222 USE CRIMPING TOOL
EACQ 500 IDENT MATERIALS COMMONLY USED
EACQ 501 RECOGNIZE METALS

ENTRY AGRICULTURE

AG BEHAVIOR

EAGB 400 PRESENT SELF IN ACCEPTABLE MANNER

ENTRY AGRICULTURE

AG COMMUNICATION

EAGC 100 READ OR DEVELOP ALT STRATEGY TO OBTAIN INFORMATION
EAGC 101 SHOW UNDERSTANDING OF MATERIALS; PUT WORDS INTO ACTIONS
EAGC 104 COMPREHEND MECHANICAL DRAWINGS
EAGC 107 USE INDEX TO LOCATE SPECIFIC INFORMATION
EAGC 110 USE SERVICE DATA CHART

EAGC 200 LISTEN OR DEVELOP ALT MODE OF OBTAINING INFORMATION
EAGC 201 KNOW SUBTLETIES OF COMMUNICATION WITH CUSTOMERS
EAGC 204 FOLLOW ORAL DIRECTIONS

ENTRY AGRICULTURE

AG MATH

EAGM 100 CALCULATE PROBLEMS USING THE BASIC FOUR OPERATIONS
EAGM 101 READ DECIMALS TO THE 10 THOUSANDTHS
EAGM 104 DO SIMPLE MATH
EAGM 107 FIND AN UNKNOWN IN MATHEMATICS

ENTRY AGRICULTURE

AG PHYSICAL

EAGP 100 POSSESS ADEQUATE STRENGTH
EAGP 101 PULL 150 POUNDS
EAGP 300 POSSESS MANUAL DEXTERITY
EAGP 301 USE ALL LIMBS OF BODY WITH COORDINATION

ENTRY AGRICULTURE

AG EQUIPMENT

EAGQ 100 IDENTIFY COMMON HAND TOOLS
EAGQ 101 IDENTIFY REGULAR SCREWDRIVER
EAGQ 104 IDENTIFY PHILLIPS SCREWDRIVER
EAGQ 107 IDENTIFY REGULAR PLIERS
EAGQ 110 IDENTIFY SOCKET WRENCHES

EAGQ 113 IDENTIFY TORQUE WRENCHES
EAGQ 200 USE COMMON HAND TOOLS
EAGQ 201 USE REGULAR SCREWDRIVER
EAGQ 204 USE PHILLIPS SCREWDRIVER
EAGQ 207 USE REGULAR PLIERS

EAGQ 210 USE SOCKET WRENCHES
EAGQ 213 USE TORQUE WRENCHES
EAGQ 216 USE SOCKET WRENCHES

ENTRY AUTO SERVICE

AUTO SERV BEHAVIOR

EASB 100 ATTEND TO TASKS
EASB 101 ACCEPT RESPONSIBILITY/PARTICIPATE IN THE CARE OF SHOP AREA
EASB 200 DEVELOP POSITIVE ATTITUDES
EASB 201 BE SOCIALLY AWARE OF SURROUNDINGS AND ENVIRONMENTS
EASB 204 RESPECT TOOLS BEING USED

EASB 207 RESPECT EQUIPMENT BEING USED
EASB 210 POSSESS A POSITIVE ATTITUDE TOWARD WORKING
EASB 214 IDENT THE IMPORTANCE OF GOOD REPAIR WORK INCLUDING NEATNESS
EASB 216 ACCEPT RESPONSIBILITY FOR CARE OF CUSTOMER'S VEHICLE
EASB 219 POSSESS PATIENCE AND ABILITY TO TOLERATE FRUSTRATION

ENTRY AUTO SERVICE

AUTO SERV BEHAVIOR

EASB 222 GET ALONG WELL WITH CO-WORKERS/STUDENTS
EASB 225 GET ALONG WELL WITH SUPERVISORS/TEACHERS
EASB 228 SHARE RESPONSIBILITY WITH OTHERS
EASB 231 MAINTAIN PHYSICAL CONTROL OF SELF
EASB 234 MAINTAIN VERBAL CONTROL OF SELF

EASB 237 MAKE INDEPENDENT DECISIONS

ENTRY AUTO SERVICE

AUTO SERV COMM

EASC 100 READ OR DEVELOP ALTERNATIVE STRATEGY TO OBTAIN INFORMATION
EASC 101 IDENTIFY COLORS
EASC 104 READ CHARTS, TABLES AND REFERENCE LISTS
EASC 107 READ FLOW CHARTS FOR TROUBLE SHOOTING
EASC 200 LISTEN OR DEVELOP ALTERNATIVE STRATEGY TO OBTAIN INFO

EASC 204 LISTEN TO CUSTOMERS AND INSTRUCTORS
EASC 207 RECOGNIZE NONVERBAL COMMUMICATION
EASC 210 RECOGNIZE WEATHER CONDITIONS SUCH AS HUMIDITY AND TEMP
EASC 300 WRITE LEGIBLY OR DEVELOP ALT STRATEGY TO REPORT INFORMATION
EASC 301 FILL OUT JOB WORK ORDER

EASC 400 SPEAK SO OTHERS CAN UNDERSTAND OR DEV ALT MODE OF REPORTING
EASC 401 ASK CUSTOMERS ABOUT PROBLEMS WITH THEIR CARS

ENTRY AUTO SERVICE

AUTO SERV MATH

EASM 100 CALCULATE PROBLEMS USING BASIC FOUR OPERATIONS
EASM 101 PERFORM BASIC OPERATIONS OF PER CENTS
EASM 104 ADD DECIMALS TO 1/10,000 (MICRO-METER)
EASM 107 COMPUTE BILL INCLUDING BASIC PARTS AND LABOR
EASM 110 SUBTRACT DECIMALS TO 1/10,000 (MICRO-METER)

EASM 113 IDENT SIZE DIFFERENCES BETWEEN FRACTIONS
EASM 116 IDENT SIZE RELATIONSHIPS BETWEEN METRIC UNITS
EASM 119 READ THE METRIC SYSTEM
EASM 200 MEASURE ACCURATELY
EASM 201 READ RULER (TAPE MEASURE, ETC) 1/16TH OF AN INCH

ENTRY AUTO SERVICE

AUTO SERV MATH

EASM 204 READ RULER (TAPE, ETC) 1/32NDS OF AN INCH
EASM 207 RECORD A THERMOMETER AND/OR GAUGE READING
EASM 210 KNOW LQ. MEASURE RELATIONSHIPS (OZ IN EACH)
EASM 213 USE RATIO'S CORRECTLY IN MIXING SOLUTIONS

ENTRY AUTO SERVICE

AUTO SERV PHYSICAL

EASP 100 POSSESS ADEQUATE STRENGTH
EASP 101 PULL/PUNCH FORCE ON OBJECT SO THAT IT MOVES AWAY FROM FORCE
EASP 300 POSSESS MANUAL DEXTERITY
EASP 301 DEMONSTRATE AGILITY
EASP 304 IDENT QUALITIES OF OBJECTS AND MATERIALS BY TOUCH

EASP 307 WORK WITH HANDS WITHOUT FINGERS BEING INVOLVED
EASP 310 PERFORM TASKS USING FINGERS PRIMARILY
EASP 400 PERFORM SPECIFIC MOTIONS
EASP 401 BEND BODY DOWNWARD(CROUCH)AND FORWARD BY BENDING LEGS&SPINE
EASP 404 BEND BODY DOWNWARD&FOWARD(STOOP)BY BENDING SPINE AT WAIST

EASP 407 KNEEL
EASP 410 CRAWL
EASP 413 REACH: (EXTEND ARMS & HANDS IN ANY DIRECTION)
EASP 500 TOLERATE WORK ENVIRONMENT
EASP 501 WORK IN AN ENVIRONMENT OF FUMES, SMOKE, CHEMICALS, ETC.

EASP 504 WORK UNDER A CAR

ENTRY AUTO SERVICE

AUTO SERV EQUIP

EASQ 100 IDENT COMMON HAND TOOLS
EASQ 101 IDENT SOFT HAMMER
EASQ 104 IDENT BALLPEEN HAMMER
EASQ 107 IDENT WRENCHES
EASQ 110 IDENT PHILLIPS SCREWDRIVER

EASQ 113 IDENT STRAIGHT EDGE SCREWDRIVER
EASQ 116 IDENT RATCHES
EASQ 119 IDENT SOCKETS
EASQ 200 USE COMMON HAND TOOLS
EASQ 201 USE SOFT HAMMER

ENTRY AUTO SERVICE

AUTO SERV EQUIP

EASQ 204 USE BALLPEEN HAMMER
EASQ 207 USE WRENCHES
EASQ 210 USE PHILLIPS SCREWDRIVER
EASQ 213 USE STRAIGHT EDGE SCREWDRIVER
EASQ 216 USE RATCHETS

EASQ 219 USE SOCKETS
EASQ 500 IDENT MATERIALS COMMONLY USED
EASQ 501 IDENT PARTS OF A CAR SUCH AS FENDER, HOOD, & ALTERNATOR
EASQ 700 IDENT COMMONLY USED EQUIPMENT
EASQ 701 IDENT ENGINE ANALYZER AND OTHER TESTING EQUIPMENT

EASQ 800 USE COMMON EQUIPMENT
EASQ 801 POSSESS VALID DRIVER'S LICENSE

ENTRY BOAT/H REPAIR

BOAT HULL BEH

EBHB 100 ATTEND TO TASKS
EBHB 101 ATTEND CLASSES/WORK REGULARLY
EBHB 104 ARRIVE ON TIME
EBHB 200 DEVELOP POSITIVE ATTITUDES
EBHB 201 WORK IN A GROUP SITUATION

ENTRY BOAT/H REPAIR

BOAT HULL COMM

EBHC 100 READ/DEVELOP ALT STRATEGY TO OBTAIN INFORMATION
EBHC 101 IDENT MARINE MECHANICS VOCABULARY WORDS
EBHC 104 READ CHARTS, TABLES, & REFERENCE LISTS
EBHC 300 WRITE LEGIBLY/DEVELOP ALT STRATEGY TO REPORT INFORMATION
EBHC 301 FILL OUT WORK ORDERS

ENTRY BOAT/H REPAIR

BOAT HULL MATH

EBHM 100 CALCULATE PROBLEMS USING THE BASIC 4 OPERATIONS
EBHM 101 IDENT SIZE DIFFERENCES BETWEEN FRACTIONS
EBHM 107 COMPUTE BILL
EBHM 200 MEASURE ACCURATELY
EBHM 201 READ RULER TO 1/16THS OF AN INCH

EBHM 204 MEASURE TO 1/16THS OF AN INCH
EBHM 207 KNOW UNITS OF LIQUID MEASURE (OZ, QT, ETC.)

ENTRY BOAT/H REPAIR

BOAT HULL OCC AWARE

EBHO 210 ACCEPT CONSTRUCTIVE CRITICISM

ENTRY BOAT/H REPAIR

BOAT HULL PHYSICAL

EBHP 100 POSSESS ADEQUATE STRENGTH FOR JOB TASKS
EBHP 101 HANDLE TOOLS UP TO 2 HOURS WITHOUT BREAK
EBHP 300 POSSESS MANUAL DEXTERITY
EBHP 301 DISTINGUISH COLORS
EBHP 304 POSSESS GOOD TACTILE SENSE IN FINGERS

ENTRY BOAT/H REPAIR

BOAT HULL EQUIPMENT

EBHQ 100 IDENTIFY COMMON HAND TOOLS
EBHQ 101 IDENTIFY SOCKET WRENCHES
EBHQ 104 IDENTIFY SOCKETS
EBHQ 107 IDENTIFY WRENCHES BY SIZE
EBHQ 200 USE COMMON HAND TOOLS

EBHQ 201 USE SOCKET WRENCH
EBHQ 204 USE SOCKETS
EBHQ 207 USE CORRECT SIZE WRENCH FOR BOLT HEADS

ENTRY BLDG/COM MNT

BLDG/COM MNT BEH

EBMB 100 ATTEND TO TASKS
EBMB 101 ATTEND CLASS 90% OF THE TIME
EBMB 104 BE PUNCTUAL 90% OF THE TIME
EBMB 200 DEVELOP POSITIVE ATTITUDES
EBMB 201 BE NEAT REGARDING PERSONAL GROOMING

EBMB 204 RESPECT AUTHORITY
EBMB 207 RESPECT FELLOW WORKERS/STUDENTS
EBMB 210 APPROACH TASKS IN ORGANIZED MANNER

ENTRY BLDG/COM MNT

BLDG/COM MNT COMM

EBMC 100 READ OR DEVELOP ALT STRATEGY TO OBTAIN INFO
EBMC 101 FOLLOW WRITTEN SEQUENTIAL DIRECTIONS
EBMC 104 USE TELEPHONE BOOK
EBMC 107 USE PAY TELEPHONE
EBMC 110 KNOW PHONE PROCEDURES OTHER THAN DIRECT DIAL

ENTRY BLDG/COM MNT

BLDG/COM MNT COMM

EBMC 113 RECOGNIZE WRITTEN SAFETY WORDS
EBMC 116 KNOW RIGHT FROM LEFT
EBMC 119 READ A WORK ORDER
EBMC 122 READ BLUEPRINTS
EBMC 200 LISTEN OR DEVELOP ALT STRATEGY TO REPORT INFO

EBMC 201 FOLLOW ORAL SEQUENTIAL DIRECTIONS
EBMC 300 WRITE LEGIBLY OR DEVELOP ALT STRATEGY TO REPORT INFO
EBMC 301 WRITE WORK ORDERS
EBMC 400 SPEAK CLEARLY OR DEVELOP ALT STRATEGY TO REPORT INFO
EBMC 401 KNOW POLITE TELEPHONE ANSWERS

EBMC 404 SPEAK POLITELY TO CO-WORKERS

ENTRY BLDG/COM MNT

BLDG/COM MNT MATH

EBMM 100 CALCULATE PROBLEMS USING THE FOUR BASIC OPERATIONS
EBMM 101 ADD, SUBTRACT, MULTIPLY & DIVIDE WHOLE NUMBERS
EBMM 104 ADD, SUBTRACT, MULTIPLY & DIVIDE FRACTIONS
EBMM 107 CONVERT MIXED NUMBERS TO IMPROPER FRACTIONS
EBMM 110 CONVERT FRACTIONS TO DECIMALS

EBMM 113 MULTIPLY DECIMALS BY WHOLE NUMBERS
EBMM 200 MEASURE ACCURATELY
EBMM 201 STATE RELATIONSHIPS BETWEEN LIQUID MEASURES
EBMM 204 TELL TIME IN MINUTES AND HOURS
EBMM 207 SELECT APPROPRIATE MEASURING DEVICE

ENTRY BLDG/COM MNT

BLDG/COM MNT EQUIP

EBMQ 100 IDENT COMMON HAND TOOLS
EBMQ 101 IDENT PHILLIPS SCREWDRIVER
EBMQ 104 IDENT STRAIGHT SCREWDRIVER
EBMQ 107 IDENT OIL CAN
EBMQ 110 DISTINGUISH BETWEEN A PUMP TYPE AND COMPRESSION TYPE OILCAN

EBMQ 113 IDENT HAMMERS
EBMQ 116 IDENT SAWS
EBMQ 119 IDENT PLANES
EBMQ 122 IDENT WRENCHES
EBMQ 125 IDENT SQUARES

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ENTRY BLDG/COM MNT

  BLDG/COM MNT EQUIP

  EBMQ 128  IDENT MEASURING DEVICES
  EBMQ 131  IDENT PLIERS
  EBMQ 134  IDENT CLAMPS
  EBMQ 137  IDENT FILE
  EBMQ 140  IDENT KNIVES

  EBMQ 143  IDENT DRILLS
  EBMQ 146  IDENT BROOM
  EBMQ 149  IDENT SHOVEL
  EBMQ 152  IDENT PAINT BRUSHES
  EBMQ 155  IDENT PAINT ROLLERS

  EBMQ 200  USE COMMON HAND TOOLS
  EBMQ 201  USE PHILLIPS SCREWDRIVER
  EBMQ 204  USE STRAIGHT SCREWDRIVER
  EBMQ 207  USE A SHOVEL
  EBMQ 210  USE OIL SQUIRT CAN

  EBMQ 300  IDENT COMMON POWER TOOLS
  EBMQ 301  IDENT ELECTRICAL HAND TOOLS
  EBMQ 500  IDENT MATERIALS COMMONLY USED
  EBMQ 501  IDENT SCREWS
  EBMQ 504  IDENT NAILS

  EBMQ 507  IDENT COPPER
  EBMQ 510  IDENT PVC
  EBMQ 513  IDENT GALVANIZED PIPE
  EBMQ 516  DISTINGUISH BETWEEN INCANDESCENT AND FLOURESCENT LIGHT BULB
  EBMQ 519  DISTINGUISH BETWEEN A URINAL AND TOILET

  EBMQ 522  IDENT BRICKS
  EBMQ 525  IDENT BLOCKS
  EBMQ 528  IDENT FAN BELT
  EBMQ 700  IDENT COMMONLY USED EQUIPMENT
  EBMQ 701  IDENT LADDERS BY TYPE

  EBMQ 704  IDENT LAWN MOWERS
  EBMQ 707  IDENT A CALCULATOR
  EBMQ 710  IDENT A TYPEWRITER
  EBMQ 713  IDENT AN ADDING MACHINE
  EBMQ 716  IDENT A VENDING MACHINE

  EBMQ 719  IDENT OVERHEAD PROJECTOR
  EBMQ 722  IDENT A TAPE RECORDER
  EBMQ 725  IDENT A RECORD PLAYER
  EBMQ 800  USE COMMON EQUIPMENT
  EBMQ 801  SELECT APPROPRIATE LADDER
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ENTRY BLDG/COM MNT

BLDG/COM MNT EQUIP

EBMQ 804 PUSH A LAWN MOWER
EBMQ 807 START A LAWN MOWER

ENTRY BUS & OFFICE

BUS & OFFICE BEH

EBOB 201 RESPECT AUTHORITY
EBOB 204 POSSESS NEAT AND CLEAN APPEARANCE
EBOB 207 WORK INDEPENDENTLY
EBOB 210 DISTINGUISH BETWEEN NEAT AND NOT NEAT WORK
EBOB 501 IDENTIFY INDEX CARDS

EBOB 513 IDENTIFY PAPER FOR DIFFERENT OFFICE PURPOSES

ENTRY BUS & OFFICE

BUS & OFFICE COMM

EBOC 100 READ/DEVELOP ALT STRATEGY TO OBTAIN INFORMATION
EBOC 101 USE DICTIONARY TO LOCATE CORRECT SPELLING
EBOC 104 FIND SPECIFIC WORDS FILED ALPHABETICALLY
EBOC 107 FILE WORDS ALPHABETICALLY
EBOC 110 PROOF READ TYPED MATERIAL

EBOC 113 READ MATERIAL BEING TYPED
EBOC 116 FOLLOW WRITTEN DIRECTIONS
EBOC 119 DEFINE BUSINESS/OFFICE TERMS
EBOC 122 READ NUMBERS
EBOC 125 READ & UNDERSTAND DIAGRAMS

EBOC 128 USE TABLE OF CONTENT TO LOCATE MATERIAL
EBOC 131 USE INDEX TO LOCATE MATERIAL
EBOC 134 USE MEMORIZED ALPHABET
EBOC 137 READ HANDWRITTEN MATERIAL FOR TYPING
EBOC 140 READ BASIC ACCOUNTING VOCABULARY

EBOC 200 LISTEN/DEVELOP ALT STRATEGY TO OBTAIN INFO
EBOC 201 TAKE NOTES FROM INSTRUCTION OR DICTATION
EBOC 204 FOLLOW DIRECTIONS ORALLY GIVEN
EBOC 207 TAKE TELEPHONE MESSAGES
EBOC 300 WRITE LEGIBLY/DEVELOP ALT STRATEGY TO COMMUNICATE IDEAS

ENTRY BUS & OFFICE

BUS & OFFICE COMM

EBOC 301 LIST PURPOSES OF BASIC MACHINE PARTS
EBOC 304 KNOW ERROR CORRECTION METHODS
EBOC 307 KNOW LETTER FORMATS,CENTERING,TABULATION,&REPORT WRITING
EBOC 310 USE GOOD GRAMMAR, PUNCTUATION, & SPELLING
EBOC 313 WRITE MEMORANDUMS

EBOC 316 COMPOSE BUSINESS LETTERS
EBOC 319 MAKE LIST OF EMERGENCY PHONE NUMBERS
EBOC 322 MAKE LIST OF NUMBERS USED MOST FREQUENTLY
EBOC 325 WRITE TELEPHONE MESSAGES LEGIBLY
EBOC 328 WRITE OFFICE MEMOS LEGIBLY

EBOC 331 EXPRESS SELF IN WRITING
EBOC 334 WRITE IN COMPLETE SENTENCES
EBOC 337 SPELL LIST OF 500 COMMONLY MISSPELLED BUSINESS TERMS
EBOC 340 TYPE WORDS PER MINUTE
EBOC 343 MAKE NUMERALS DISTINGUISHABLE

EBOC 400 SPEAK CLEARLY/DEVELOP ALT STRATEGY TO COMMUNICATE
EBOC 401 EXPRESS SELF ORALLY
EBOC 404 SPEAK POLITELY TO CO-WORERS
EBOC 407 SPEAK DISTINCTLY WHEN USING THE TELEPHONE
EBOC 410 USE CORRECT ORAL LANGUAGE

ENTRY BUS & OFFICE

BUS & OFFICE MATH

EBOM 100 CALCULATE PROBLEMS USING THE FOUR BASIC OPERATIONS
EBOM 101 ADD,SUBTRACT, MULTIPLY & DIVIDE WHOLE NUMBERS
EBOM 104 ADD,SUBTRACT, MULTIPLY,& DIVIDE FRACTIONS
EBOM 107 ADD, SUBTRACT, MULTIPLY, & DIVIDE DECIMALS
EBOM 110 CALCULATE PERCENTAGES

EBOM 113 CONVERT FRACTIONS TO DECIMALS
EBOM 116 SOLVE MATH PROBLEMS
EBOM 119 COUNT
EBOM 122 USE NUMERICAL ORDERING
EBOM 125 COMPLETED ONE SEMESTER OF BOOKKEEPING

EBOM 128 POSSES ACCOUNTING I CALCULATING SKILLS
EBOM 200 MEASURE ACCURATELY
EBOM 201 USE A CALENDAR

ENTRY BUS & OFFICE

BUS & OFFICE OC AW

EBOO 200 EVALUTATE ONE'S OWN STRENGTHS & WEAKNESSES IN THIS FIELD
EBOO 201 WRITE LETTER OF APPLICATION

ENTRY BUS & OFFICE

BUS & OFFICE PHY

EBOP 300 POSSESS MANUAL DEXTERITY
EBOP 301 TYPE USING TOUCH METHOD

ENTRY BUS & OFFICE

BUS & OFFICE EQUIP

EBOQ 100 IDENTIFY COMMON HAND TOOLS
EBOQ 101 IDENTIFY STAPLES
EBOQ 104 IDENTIFY STAPLE GUN
EBOQ 107 IDENTIFY STAPE REMOVER
EBOQ 110 USE PEN AND PENCIL

EBOQ 200 USE COMMON HAND TOOLS
EBOQ 201 USE STAPLERS
EBOQ 204 USE STAPLE GUN
EBOQ 207 USE STAPLE REMOVER
EBOQ 300 IDENTIFY COMMON POWER TOOLS

EBOQ 301 IDENTIFY MINI-CALCULATOR
EBOQ 304 IDENTIFY BASIC PARTS OF TYPEWRITER
EBOQ 400 USE COMMON POWER TOOLS
EBOQ 401 USE MINI-CALCULATOR
EBOQ 404 TYPE ON TYPEWRITER

EBOQ 407 KNOW TYPEWRITER KEYBOARD
EBOQ 500 IDENTIFY MATERIALS COMMONLY USED
EBOQ 504 IDENTIFY RECEIPTS
EBOQ 507 IDENTIFY INVOICES
EBOQ 510 IDENTIFY PAPER CLIPS

EBOQ 513 IDENTIFY PAPER FOR DIFFERENT OFFICE USES
EBOQ 600 USE COMMON MATERIALS OF FIELD
EBOQ 601 USE PAPER CLIPS
EBOQ 604 FOLD LETTER CORRECTLY FOR ENVELOPE
EBOQ 700 IDENTIFY COMMONLY USED EQUIPMENT

ENTRY BUS & OFFICE

BUS & OFFICE EQUIP

EBOQ 701 IDENTIFY FILING CABINETS
EBOQ 704 IDENTIFY OFFICE DESKS
EBOQ 707 IDENT STORAGE CABINETS
EBOQ 800 USE COMMON EQUIPMENT
EBOQ 801 PLACE TELEPHONE CALLS

EBOQ 804 USE A MAIL SCALE

ENTRY BOAT & PWR

BOAT POWER BEH

EBPB 100 ATTEND TO TASKS
EBPB 101 ARRIVE ON TIME
EBPB 104 ATTEND CLASS/WORK
EBPB 200 DEVELOP POSITIVE ATTITUDES
EBPB 201 WORK SAFELY AROUND FLAMMABLES

EBPB 204 WORK IN A GROUP SITUATION

ENTRY BOAT & PWR

BOAT POWER COMM

EBPC 100 READ /DEVELOP ALT STRATEGY TO OBTAIN INFORMATION
EBPC 101 READ CHARTS
EBPC 104 READ TABLES
EBPC 107 READ REFERENCE LISTS
EBPC 110 FOLLOW WRITTEN DIRECTIONS

EBPC 113 IDENT MARINE MECHANICS VOCABULARY
EBPC 116 FOLLOW WRITTEN DIRECTIONS
EBPC 200 LISTEN /DEVELOP ALT STRATEGY TO OBTAIN INFORMATION
EBPC 201 FOLLOW ORAL DIRECTIONS
EBPC 300 WRITE LEGIBLY/DEVELOP ALT STRATEGY TO REPORT INFORM

EBPC 301 FILL OUT WORK ORDERS

ENTRY BOAT & PWR

BOAT POWER MATH

EBPM 100 CALCULATE PROBLEMS USING THE BASIC 4 OPERATIONS
EBPM 101 IDENT DIFFERENCES BETWEEN FRACTIONS
EBPM 104 IDENT DIFFERENCE BETWEEN METRIC UNITS
EBPM 107 KNOW DECIMALS TO .0001
EBPM 110 KNOW UNITS OF LIQUID MEASURES (OUNCES, QUARTS, ETC)

EBPM 113 COMPUTE BILL
EBPM 200 MEASURE ACCURATELY
EBPM 201 READ FRACTIONS TO THE 1/16THS OF AN INCH
EBPM 204 MEASURE TO 1/16THS OF AN INCH

ENTRY BOAT & PWR

BOAT POWER PHY

EBPP 200 POSSESS ADEQUATE ENDURANCE
EBPP 201 HANDLE TOOLS
EBPP 300 POSSESS MANUAL DEXTERITY
EBPP 301 POSSESS GOOD TACTILE SENSE IN FINGERS

ENTRY BOAT & PWR

BOAT POWER EQUIP

EBPQ 100 IDENT COMMON HAND TOOLS
EBPQ 101 IDENT WRENCHES BY TYPE
EBPQ 104 DISTINGUISH SCREWDRIVER BY TYPE
EBPQ 200 USE COMMON HAND TOOLS
EBPQ 201 USE WRENCHES

EBPQ 204 USE SCREWDRIVERS
EBPQ 207 MATCH WRENCH SOCKET SIZE TO CORRECT BOLT HEADS

ENTRY BLDG TRADES

BLDG TRADES BEH

EBTB 100 ATTEND TO TASKS
EBTB 101 ATTEND TO TASK FOR 30 MINUTES
EBTB 104 ATTEND CLASS / WORK
EBTB 107 FOLLOW-THROUGH ON COMMANDS
EBTB 110 BE ON TIME

ENTRY BLDG TRADES

BLDG TRADES BEH

EBTB 200 DEVELOP POSITIVE ATTITUDES
EBTB 201 SHOW RESPECT FOR AUTHORITY
EBTB 204 DRESS NEATLY
EBTB 207 WEAR SAFETY GEAR

ENTRY BLDG TRADES

BLDG TRADES COMM

EBTC 100 READ OR DEVELOP ALT STRATEGY TO OBTAIN INFO
EBTC 101 FOLLOW 5 STEP WRITTEN DIRECTIONS
EBTC 104 READ WORK ORDER
EBTC 107 READ BLUEPRINTS
EBTC 110 READ DIRECTIONS ON A PACKAGE OF WALL PAPER PASTE

EBTC 113 READ DIRECTIONS ON PAINT CANS
EBTC 116 READ DIRECTIONS ON STORM DOORS
EBTC 119 READ DIRECTIONS ON GARAGE DOORS
EBTC 122 READ MIXING INSTRUCTIONS
EBTC 125 READ SCALE DRAWINGS & TELL DIMENSIONS OF HOUSE

EBTC 200 LISTEN/DEVELOP ALT STRATEGY TO OBTAIN INFO
EBTC 201 FOLLOW FOUR STEP ORAL DIRECTIONS
EBTC 204 COMMUNICATE ON TELEPHONE WITH AN UNKNOWN PERSON
EBTC 300 WRITE LEGIBLY/DEVELOP ALT STRATEGY TO REPORT INFO
EBTC 301 WRITE SPECIFICATIONS FOR BUILDING

EBTC 304 ESTIMATE AMOUNTS OF BUILDING MATERIALS REQUIRED

ENTRY BLDG TRADES

BLDG TRADES MATH

EBTM 100 CALCULATE PROBLEMS USING THE BASIC 4 OPERATIONS
EBTM 101 ADD, SUBTRACT, MULTIPLY & DIVIDE FRACTIONS W/COMMON DENOMI
EBTM 104 MULTIPLY TWO DIGIT NUMBERS
EBTM 107 CALCULATE SQUARE FEET AND YARDS
EBTM 110 CALCULATE CUBIC FEET AND YARDS

EBTM 113 CALCULATE BOARD FEET
EBTM 116 ADD, SUB, MULT & DIVIDE WHOLE NUMBERS/2 COLUMN NUMBERS
EBTM 200 MEASURE ACCURATELY
EBTM 201 READ RULE TO 1/4TH OF AN INCH
EBTM 204 READ RULE TO 1/8TH OF AN INCH

ENTRY BLDG TRADES

BLDG TRADES MATH

EBTM 207 TELL TIME

ENTRY BLDG TRADES

BLDG TRADES PHY

EBTP 300 POSSESS MANUAL DEXTERITY
EBTP 301 DEMONSTRATE EYE-HAND COORDINATION
EBTP 304 POSSESS A SENSE OF BALANCE WHEN WORKING AT HEIGHTS
EBTP 307 USE HANDS AND ARMS FACILELY
EBTP 400 PERFORM SPECIFIC MOTIONS

EBTP 401 DETERMINE APPROXIMATE SIZES BY VISUAL INSPECTION

ENTRY BLDG TRADES

BLDG TRADES EQUIP

EBTQ 100 IDENT COMMON HAND TOOLS
EBTQ 101 IDENT A HAMMER
EBTQ 104 IDENT A TAPE MEASURE
EBTQ 107 DISTINGUISH BETWEEN A STANDARD & A PHILLIPS SCREWDRIVER
EBTQ 110 IDENT VARIOUS TYPES OF SHOVELS

EBTQ 113 IDENT A TAPE MEASURE
EBTQ 116 IDENT A HAND SAW
EBTQ 119 IDENT PLIERS
EBTQ 122 IDENT NAIL SETS
EBTQ 300 IDENT COMMON POWER TOOLS

EBTQ 301 IDENT A RADIAL ARM SAW
EBTQ 304 IDENT A CIRCULAR SAW
EBTQ 400 USE COMMON POWER TOOLS
EBTQ 401 USE A RADIAL ARM SAW
EBTQ 404 USE AN ELECTRIC CIRCULAR SAW

EBTQ 500 IDENT MATERIALS COMMONLY USED
EBTQ 501 IDENT SCREWS
EBTQ 504 IDENT NAILS
EBTQ 507 IDENT PLYWOOD
EBTQ 510 IDENT LUMBER
EBTQ 513 IDENT BRICKS
EBTQ 516 IDENT BLOCKS
EBTQ 519 IDENT PAINT

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ENTRY CHILD DEVELOP

  CHILD DEVEL BEH

  ECDB 104  POSSESS SURVIVAL SKILLS
  ECDB 200  DEVELOP POSITIVE ATTITUDES


ENTRY CHILD DEVELOP

  CHILD DEVEL COMM

  ECDC 100  READ/DEVELOP ALT STRATEGY TO OBTAIN INFO
  ECDC 101  UNDERSTAND COLOR THEORY
  ECDC 104  INTERPRET ART PRINCIPLES & DESIGN
  ECDC 107  CLASSIFY INFO BY CATEGORY
  ECDC 110  ALPHABETIZE INFO

  ECDC 113  FILE INFO
  ECDC 116  PRESENT PAPER IN ORGANIZED MANNER
  ECDC 119  ADAPT MATERIALS
  ECDC 122  RECALL & USE PREVIOUSLY LEARNED MATERIAL
  ECDC 125  READ ALOUD FROM PRINTED PAGE

  ECDC 128  READ SILENTLY
  ECDC 131  FOLLOW WRITTEN INSTRUCTIONS
  ECDC 200  LISTEN/DEVELOP ALT STRATEGY TO OBTAIN INFO
  ECDC 201  FOLLOW ORAL INSTRUCTIONS
  ECDC 204  LISTEN TO CHILDREN

  ECDC 300  WRITE LEGIBLY/DEVELOP ALT STRATEGY TO COMMUNICATE IDEAS
  ECDC 301  WRITE NUMBERS
  ECDC 304  TYPE INFORMATION
  ECDC 307  WRITE LETTERS AND MEMOS
  ECDC 310  OUTLINE MATERIAL READ SILENTLY

  ECDC 400  SPEAK CLEARLY/DEVELOP ALT STRATEGY TO COMMUNICATE IDEAS
  ECDC 401  COMMUNICATE WITH PEERS
  ECDC 404  SPEAK IN PUBLIC


ENTRY CHILD DEVELOP

  CHILD DEVEL MATH

  ECDM 100  CALCULATE PROBLEMS USING THE FOUR BASIC OPERATIONS
  ECDM 101  ADD,SUBTRACT, MULTIPLY & DIVIDE
  ECDM 104  EXPLAIN SIMPLE MATH PROCESS INCLUDING HOW ANS.WAS OBTAINED
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ENTRY DATA PROCESS

DATA PROC BEH

EDPB 100 ATTEND TO TASKS
EDPB 101 SIT FOR ONE HOUR
EDPB 104 REMAIN ON TASKS FOR 30 MINUTES
EDPB 107 EXPRESS SELF NONVERBALLY WITHOUT USING TERMINAL
EDPB 200 DEVELOP POSITIVE ATTITUDES

EDPB 201 WORK COOPERATIVELY WITH OTHERS
EDPB 204 UNDERSTAND THE NEED TO CARE FOR EQUIPMENT

ENTRY DATA PROCESS

DATA PROC COMM

EDPC 100 READ/DEVELOP STRATEGY TO OBTAIN INFO
EDPC 101 FOLLOW FOUR STEP WRITTEN DIRECTION
EDPC 104 FOLLOW WRITTEN DIRECTIONS
EDPC 107 USE INDEX TO LOCATE INFORMATION
EDPC 110 PROOFREAD MATERIALS & IDENT ERRORS

EDPC 113 USE TABLE OF CONTENTS TO LOCATE INFO
EDPC 116 COMPREHEND TEXTBOOK INFO
EDPC 119 READ CHARTS FROM TOP TO BOTTOM
EDPC 200 LISTEN/DEVELOP ALT STRATEGY TO COMMUNICATE
EDPC 201 FOLLOW A SERIES OF DIRECTIONS GIVEN ORALLY

EDPC 204 FOLLOW A SERIES OF 4 DIRECTIONS GIVEN ORALLY
EDPC 300 WRITE LEGIBLY/DEVELOP ALT STRATEGY TO COMMUNICATE
EDPC 301 RECORD VERBAL INSTRUCTIONS
EDPC 304 COPY FROM CHALKBOARD
EDPC 307 WRITE NEATLY

EDPC 400 SPEAK CLEARLY/DEVELOP ALT STRATEGY TO COMMUNICATE
EDPC 401 EXPLAIN HOW TO CALCULATE PAYROLL RECORDS
EDPC 404 EXPLAIN USE OF ACCOUNTS PAYABLE RECORDS
EDPC 407 EXPLAIN USE OF ACCOUNTS RECEIVABLE RECORDS
EDPC 410 EXPLAIN USE OF INVOICES

EDPC 413 EXPLAIN USE OF COMPUTERS IN SOCIETY

ENTRY DATA PROCESS

DATA PROC MATH

EDPM 100 CALCULATE PROBLEMS USING THE BASIC FOUR OPERATIONS
EDPM 101 ADD, SUBTRACT, MULTIPLY & DIVIDE BY WHOLE NUMBERS
EDPM 104 ADD, SUBTRACT, MULTIPLY & DIVIDE FRACTIONS
EDPM 107 ADD, SUBTRACT, MULTIPY & DIVIDE DECIMALS
EDPM 110 SOLVE WORD PROBLEMS

EDPM 113 IDENT THE NUMERALS 0-9
EDPM 116 USE FORMULAE
EDPM 119 CALCULATE ANNUAL DEPRECIATION
EDPM 122 CALCULATE DEPRECIATION ON A SPECIFIC ITEM
EDPM 125 COMPUTE PERCENTAGES

ENTRY DATA PROCESS

DATA PROC PHYSICAL

EDPP 300 POSSESS MANUAL DEXTERITY
EDPP 301 TYPE 30 WORDS PER MINUTE
EDPP 304 COORDINATE HAND & EYE MOVEMENTS
EDPP 307 DISCRIMINATE VISUALLY BETWEEN LETTERS ON KEYBOARD

ENTRY DATA PROCESS

DATA PROC EQUIPMENT

EDPQ 800 USE COMMON EQUIPMENT
EDPQ 801 LOCATE ALL KEYS WITHOUT LOOKING
EDPQ 804 USE CORRECT TYPING TECHNIQUE
EDPQ 807 OPERATE ADDING MACHINE
EDPQ 810 OPERATE TYPEWRITER KEYBOARD USING TOUCH SYSTEM

ENTRY DRAFTING

DRAFTING BEH

EDRB 100 ATTEND TO TASKS
EDRB 101 ATTEND TO DETAILED WORK
EDRB 104 DEMONSTRATE NEATNESS
EDRB 200 DEVELOP POSITIVE ATTITUDES
EDRB 201 WORK INDEPENDENTLY OF OTHERS

ENTRY DRAFTING

DRAFTING COMM

EDRC 100 READ/DEVELOP ALT STRATEGY TO OBTAIN INFO
EDRC 101 FOLLOW WRITTEN DIRECTIONS SUCH AS IN ASSIGNMENTS
EDRC 104 USE REFERENCE MATERIALS
EDRC 107 USE TABLE OF CONTENTS TO LOCATE INFO
EDRC 110 ORGANIZE MATERIALS APPROPRIATELY

EDRC 113 KNOW BASIC PROBLEM SOLVING TECHNIQUES
EDRC 200 LISTEN/DEVELOP ALT STRATEGY TO OBTAIN INFO
EDRC 201 FOLLOW ORAL DIRECTIONS
EDRC 300 WRITE LEGIBLY/DEVELOP ATL STRATEGY TO REPORT INFO
EDRC 301 WRITE NEATLY

ENTRY DRAFTING

DRAFTING MATH

EDRM 100 CALCULATE PROBLEMS USING THE FOUR BASIC OPERATIONS
EDRM 101 ADD, SUBTRACT, MULTIPLY & DIVIDE WHOLE NUMBERS
EDRM 104 ADD, SUBTRACT, MULTIPLY & DIVIDE DECIMALS
EDRM 107 ADD, SUBTRACT, MULTIPLY, & DIVIDE MIXED NUMBERS
EDRM 200 MEASURE ACCURATELY

EDRM 201 READ A RULER TO 1/32NDS OF AN INCH

ENTRY DRAFTING

DRAFTING PHY

EDRP 300 POSSESS MANUAL DEXTERITY
EDRP 301 POSSESS GOOD HAND-EYE COORDINATION
EDRP 304 VISUALIZE THREE DIMENSIONAL OBJECTS

ENTRY ELECTRONICS

ELECTRONICS BEH

EELB 200 DEVELOP POSITIVE ATTITUDES
EELB 201 WEAR APPROPRIATE EYE PROTECTION
EELB 204 DRESS APPROPRIATELY FOR ELECTRONICS WORK

ENTRY ELECTRONICS

ELECTRONICS COMM

EELC 100 READ/DEVELOP ALT STRATEGY TO OBTAIN INFO
EELC 101 FOLLOW FIVE SEQUENTIAL STEP WRITTEN DIRECTIONS
EELC 104 READ INSTRUCTIONS IN ELECTRONIC TEXT & APPLY TO CIRCUITS
EELC 107 READ ELECTRONIC TERMINOLOGY IN TEXTBOOKS
EELC 200 LISTEN/DEVELOP ALTERNATIVE STRATEGY TO OBTAIN INFO

EELC 201 FOLLOW ORAL DIRECTIONS

ENTRY ELECTRONICS

ELECTRONICS MATH

EELM 100 CALCULATE PROBLEMS USING THE FOUR BASIC OPERATIONS
EELM 101 ADD, SUBTRACT, MULTIPLY & DIVIDE FRACTIONS
EELM 104 MULTIPLY WHOLE NUMBERS BY DECIMALS
EELM 107 DIVIDE WHOLE NUMBERS/DECIMALS
EELM 110 WORK PROBLEMS INVOLVING SCIENTIFIC NOTATION

EELM 113 EXTRACT SQUARE ROOT OF A NUMBER
EELM 116 SQUARE A NUMBER
EELM 119 COMPUTE FORMULAE
EELM 122 COMPUTE PERCENTAGES
EELM 125 EQUATE FRACTION AND DECIMAL NOTATION

EELM 128 DIVIDE DECIMALS BY WHOLE NUMBERS

ENTRY ELECTRONICS

ELECTRONICS PHY

EELP 300 POSSESS MANUAL DEXTERITY
EELP 301 POSSESS COORDINATION TO USE SMALL TOOLS

ENTRY ELECTRONICS

ELECTRONICS EQUIP

EELQ 100	IDENT COMMON HAND TOOLS
EELQ 101	IDENT LONG NOSE PLIERS
EELQ 104	IDENT DIAGONAL CUTTERS
EELQ 107	IDENT WIRE STRIPPERS
EELQ 110	IDENT A CRIMPING TOOL
EELQ 200	USE COMMON HAND TOOLS
EELQ 201	USE LONG NOSE PLIERS
EELQ 204	USE DIAGONAL CUTTERS
EELQ 207	USE WIRE STRIPPERS
EELQ 210	USE A CRIMPING TOOL
EELQ 800	USE COMMON EQUIPMENT
EELQ 801	USE A CALCULATOR

ENTRY FOOD SERVICE

FOOD SVC BEH

EFSB 100 ATTEND TO TASKS
EFSB 101 ATTEND 95% OF THE TIME OR BETTER
EFSB 104 IDENT EMERGENCY SITUATIONS (SMOKE, CUSTOMER CHOKING)
EFSB 200 DEVELOP POSITIVE ATTITUDES
EFSB 201 PRACTICE SAFETY PROCEDURES

EFSB 204 KEEP HANDS & NAILS CLEAN
EFSB 207 DEMO. ACCEPTABLE SOCIAL BEHAVIORS (COURTESY, MANNERS)
EFSB 210 PRESENT SELF IN A PLEASANT MANNER
EFSB 213 BATHE WITH SOAP DAILY

ENTRY FOOD SERVICE

FOOD SERVICE COMM

EFSC 100 READ/DEVELOP ALT STRATEGY TO OBTAIN INFO
EFSC 101 READ DIALS ON EQUIPMENT
EFSC 104 READ A THERMOMETER
EFSC 107 READ & ADJUST SCALES
EFSC 110 PREPARE A SIMPLE RECIPE

EFSC 113 DISTINGUISH BETWEEN SANITARY & NON-SANITARY CONDITIONS
EFSC 116 KNOW BASIC PRINCIPLES OF FIRST AID
EFSC 200 LISTEN/DEVELOP ALT STRATEGY TO OBTAIN INFO
EFSC 201 DEMONSTRATE ABILITY TO COMMUNICATE WITH EMPLOYER
EFSC 204 DEMONSTRATE ABILITY TO COMMUNICATE WITH CUSTOMERS

EFSC 207 DEMONSTRATE ABILITY TO COMMUNICATE WITH SUPERVISORS
EFSC 300 WRITE LEGIBLY/DEVELOP ALT STRATEGY TO REPORT INFO
EFSC 301 WRITE WHERE OTHERS CAN READ WRITING
EFSC 304 FILL OUT A QUESTIONNAIRE

ENTRY FOOD SERVICE

FOOD SERVICE MATH

EFSM 100 CALCULATE PROBLEMS USING THE BASIC FOUR OPERATIONS
EFSM 101 ADD, SUBTRACT, MULTIPLY & DIVIDE FRACTIONS
EFSM 107 KNOW BASIC EQUIVALENCES (QT/GAL., OZ/LBS)
EFSM 300 MAKE CORRECT CHANGE
EFSM 301 COUNT MONEY CORRECTLY UP TO $20

ENTRY FOOD SERVICE

FOOD SERVICE MATH

EFSM 304 MAKE CHANGE UP TO $20

ENTRY FOOD SERVICE

FOOD SERVICE PHY

EFSP 200 POSSESS ADEQUATE ENDURANCE
EFSP 201 STAND & WALK FOR HOURS ON CONCRETE FLOOR
EFSP 204 RECOGNIZE HOT SURFACES

ENTRY FOOD SERVICE

FOOD SERVICE EQUIP

EFSQ 100 IDENT COMMON HAND TOOLS
EFSQ 101 IDENT COMMON KITCHEN UTENSILS
EFSQ 104 DISTINGUISH BETWEEN TYPES OF KNIVES
EFSQ 500 IDENT MATERIALS COMMONLY USED
EFSQ 501 DISTINGUISH BETWEEN RAW, CANNED & FROZEN VEGETABLES

EFSQ 504 DISTINGUISH BETWEEN FOODS THAT MUST BE FROZEN/REFERIGERATED
EFSQ 507 IDENT STAPLE INGREDIENTS
EFSQ 510 DISTINGUISH SIZES OF CHINA
EFSQ 700 IDENT COMMONLY USED EQUIPMENT
EFSQ 701 IDENT COMMON KITCHEN SMALL EQUIPMENT

EFSQ 704 DISTINGUISH BETWEEN WEIGHING & MEASURING EQUIPMENT
EFSQ 707 DISTINGUISH BETWEEN A FREEZER & REFRIGERATOR

ENTRY GENERAL

GENERAL BEH

EGNB 100 ATTEND
EGNB 101 ARRIVE ON TIME 95% OF THE TIME
EGNB 104 ATTEND SCHOOL/JOB 95% OF THE TIME
EGNB 107 EXPLAIN PROCEDURES TO BE USED WHEN TARDY OR ABSENT
EGNB 110 REMAIN ON TASK FOR 30 MINUTES

EGNB 113 ATTEND TO LECTURE 30-60 MINUTES
EGNB 200 DEVELOP POSITIVE ATTITUES
EGNB 201 WORK SAFELY
EGNB 204 WORK IN A GROUP SITUATION
EGNB 207 PRESENT SELF IN A PLEASANT MANNER

EGNB 210 DEMONSTRATE A POSITIVE ATTITUDE
EGNB 213 PRESENT SELF WITH CLEAN HANDS AND NAILS
EGNB 216 PRESENT SELF WITH COMBED HAIR
EGNB 219 WEAR CLEAN CLOTHES
EGNB 222 USE DEODORANT DAILY

EGNB 225 TAKE A BATH DAILY

ENTRY GENERAL

GENERAL COMM

EGNC 100 READ OR DEVELOP ALT STRATEGY TO OBTAIN INFO
EGNC 101 FOLLOW WRITTEN DIRECTIONS
EGNC 104 READ CHARTS, TABLES, DIAGRAMS IN CAREER FIELDS
EGNC 107 READ DIALS AND METERS IN CAREER FIELD
EGNC 110 USE TABLE OF CONTENTS TO LOCATE DESIRED INFORMATION

EGNC 113 USE INDEX TO LOCATE DESIRED INFORMATION
EGNC 116 READ SIGNS FOUND IN BUSINESS FIRMS AND STORES
EGNC 200 LISTEN OR DEVELOP ALT STRATEGY TO OBTAIN INFORMATION
EGNC 201 FOLLOW A SERIES OF ORAL DIRECTIONS
EGNC 204 LISTEN TO SUPERVISORY STAFF

EGNC 300 WRITE LEGIBLY OR OBTAIN ALT STRATEGY TO REPORT INFO
EGNC 301 COMPLETE A W-2 FORM
EGNC 304 COPY NOTES/INSTRUCTIONS FROM CHALKBOARD
EGNC 400 SPEAK CLEARLY OR OBTAIN ALT STRATEGY TO REPORT INFO
EGNC 401 RECOGNIZE NONVERBAL COMMUNICATION

ENTRY GENERAL

GENERAL COMM

EGNC 404 COMMUNICATE WITH PEERS
EGNC 407 COMMUNICATE WITH SUPERVISOR/TEACHER

ENTRY GENERAL

GENERAL MATH

EGNM 100 CALCULATE PROBLEMS USING THE FOUR BASIC OPERATIONS
EGNM 101 ADD, SUBTRACT, MULTIPLY AND DIVIDE WHOLE NUMBERS
EGNM 104 ADD, SUBTRACT, MULTIPLY AND DIVIDE FRACTIONS
EGNM 107 IDENTIFY SIZE DIFFERENCES AMONG FRACTIONS
EGNM 110 IDENT SIZE DIFFERENCES AMONG METRIC UNITS

EGNM 113 CONVERT UNITS OF MEASURE (OUNCE, QUART, ETC.)
EGNM 116 ADD, SUBTRACT, MULTIPLY, AND DIVIDE DECIMALS
EGNM 119 COUNT
EGNM 122 MAKE CHANGE UP TO $20
EGNM 125 COMPUTE SALES TAX

EGNM 128 BALANCE A CHECKBOOK
EGNM 131 COMPUTE HOURS WORKED TO THE NEAREST HALF HOUR
EGNM 134 COMPUTE DAILY WAGES FROM HOURLY RATE
EGNM 200 MEASURE ACCURATELY
EGNM 201 MEASURE ACCURATELY WITHIN 1/16THS OF AN INCH

EGNM 204 READ RULER ACCURATELY WITHIN 1/16THS OF AN INCH
EGNM 207 USE A CALENDAR
EGNM 210 TELL TIME TO HOUR AND MINUTE

ENTRY GENERAL

GENERAL OCCUP AWARE

EGNO 101 IDENTIFY HAND TOOLS COMMONLY USED IN THIS CAREER FIELD
EGNO 104 IDENT POWER TOOLS COMMONLY USED IN THIS CAREER FIELD
EGNO 107 IDENTIFY MATERIALS COMMONLY USED IN THIS CAREER FIELD
EGNO 110 IDENT EQUIPMENT COMMONLY USED IN THIS CAREER FIELD
EGNO 113 IDENTIFY THE AMOUNT OF INFO TO LEARN IN THIS CAREER FIELD

EGNO 116 IDENT THE ROLE OF LISTENING IN THIS CAREER FIELD
EGNO 119 DETERMINE AMOUNT OF WRITING & SPELLING IN THIS FIELD
EGNO 122 DETERMINE THE AMOUNT OF SPEAKING IN THIS CAREER FIELD
EGNO 125 IDENT THE TYPES & LEVELS OF MATH IN THIS CAREER FIELD
EGNO 128 DETERMINE EXPECTATIONS RE: ATTITUDES & BEHAVIORS ON JOB

ENTRY GENERAL

GENERAL OCCUP AWARE

EGNO 131 DETERM. EXPECTACTIONS RE: LENGTH OF TIME ON TASKS W/ BREAK
EGNO 134 IDENT STRENGTH, ENDURANCE, & DEXTERITY NEEDED ON JOB
EGNO 137 IDENT FUMES, COLD, OR HEAT INVOLVED IN THIS WORK
EGNO 140 EVALUATE YOUR OWN INTERESTS & ABILITIES FOR THIS WORK
EGNO 143 WRITE A RESUME & FILL OUT JOB APPLICATIONS

EGNO 146 DETERMINE JOB OPP LOCATIONS WHERE YOU'RE WILLING TO LIVE
EGNO 149 IDENT SOURCES OF INFO TO USE FOR COMPARISON SHOPPING
EGNO 152 IDENT SOURCES OF INFO TO REPORT FAULTY MERCHANDISE/SERVICES

ENTRY GENERAL

GENERAL PHY

EGNP 300 POSSESS MANUAL DEXTERITY
EGNP 301 COPY SIMPLE DESIGN USING PEN OR PENCIL
EGNP 304 SORT ITEMS ACCORDING TO INSTRUCTIONS
EGNP 307 ASSEMBLE SMALL PARTS
EGNP 310 RECOGNIZE MATERIALS AND OBJECTS BY TOUCH

EGNP 400 PERFORM SPECIFIC MOTIONS
EGNP 401 EXTEND ARM IN PUSH-PULL MOTION/DEVELOP ALT MEANS TO WORK
EGNP 404 STOOP

ENTRY GENERAL

GENERAL EQUIP

EGNQ 100 IDENT COMMON HAND TOOLS BY NAME AND MAJOR USE
EGNQ 300 IDENT COMMON POWER TOOLS BY NAME & MAJOR USE
EGNQ 500 IDENT MATERIALS USED IN OCCUP FIELD BY NAME OR MAJOR USE
EGNQ 700 IDENT EQUIP COMMONLY USE IN OCCUP FIELD

ENTRY HEALTH OCCUP

HEALTH OCCUP BEH

EHOB 100 ATEND TO TASKS
EHOB 101 ATTEND AT LEAST 95% OF THE TIME
EHOB 104 COMPLETE TASKS ASSIGNED
EHOB 200 DEVELOP APPROPRIATE ATTITUDES
EHOB 201 DEMONSTRATE WILLINGNESS TO WORK

EHOB 204 WORK INDEPENDENTLY
EHOB 207 DEMONSTRATE INTEREST IN HELPING PEOPLE
EHOB 210 ACCEPT CONSTRUCTIVE CRITICISM
EHOB 213 DESCRIBE SITUATIONS BEHAVIORALLY RATHER THAN INTERPRETING
EHOB 216 ACCEPT RESPONSIBILITY

EHOB 219 KNOW DISASTER PLANS SUCH AS FIRE

ENTRY HEALTH OCCUP

HEALTH OCC COMM

EHOC 100 READ/DEVEL ALT STRATEGY TO OBTAIN INFO
EHOC 101 USE DICTIONARY
EHOC 104 ORGANIZE MATERIAL
EHOC 107 FOLLOW WRITTEN INSTRUCTIONS
EHOC 110 READ DOCTORS ORDERS & OTHER DATA RECORDED IN PATIENT FOLDER

EHOC 113 KNOW THE FOUR FOOD GROUPS INVOLVED IN BASIC NUTRITION
EHOC 116 KNOW BODY SYSTEMS THAT ARE OF IMPORTANCE TO NURSING STAFF
EHOC 200 LISTEN/DEVELOP ALT STRATEGY TO REPORT INFO
EHOC 201 FOLLOW ORAL INSTRUCTIONS
EHOC 204 COMMUNICATE WITH CO-WORKERS

EHOC 207 COMMUNICATE WITH PATIENTS IN APPROPRIATE MANNER
EHOC 300 WRITE LEGIBLY/DEVELOP ALT STRATEGY TO REPORT INFO
EHOC 301 EXPRESS SELF VERBALLY
EHOC 304 WRITE NEATLY
EHOC 307 WRITE NURSE'S NOTES ON A LEGAL DOCUMENT

EHOC 310 PLAN WELL BALANCED DIETS
EHOC 400 SPEAK CLEARLY
EHOC 401 EXPRESS ONESELF VERBALLY
EHOC 404 USE PHONE IN APPROPRIATE MANNER
EHOC 407 COMMUNICATE WITH CO-WORKERS POLITELY

ENTRY HEALTH OCCUP

HEALTH OCC COMM

EHOC 410 COMMUNICATE SYMPTOMS & BEHAVIORS TO STAFF

ENTRY HEALTH OCCUP

HEALTH OCC MATH

EHOM 100 CALCULATE PROBLEMS USING THE BASIC FOUR OPERATIONS
EHOM 101 ADD, SUBTRACT, MULTIPLY & DIVIDE WHOLE NUMBERS
EHOM 104 ADD COLUMNS INCLUDING DECIMALS
EHOM 107 USE METRIC CHART
EHOM 110 ADD, SUBTRACT, MULTIPLY & DIVIDE FRACTIONS

EHOM 200 MEASURE ACCURATELY
EHOM 201 LIST MEASUREMENT ABBREVIATIONS
EHOM 204 READ A THERMOMETER
EHOM 207 READ A HEIGHT AND WEIGHT CHART
EHOM 210 TELL TIME

EHOM 213 READ METRIC MEASUREMENT DATA

ENTRY HEALTH OCCUP

HEALTH OCC PHY

EHOP 100 POSSESS ADEQUATE STRENGTH
EHOP 101 USE BODY EFFECTIVELY IN LIFTING

ENTRY HEALTH OCCUP

HEALTH OCC EQUIP

EHOQ 800 USE COMMON EQUIPMENT
EHOQ 801 DEMONSTRATE SAFETY PRACTICES
EHOQ 804 CLEAN EQUIPMENT
EHOQ 807 DEMON TECH TO PREVENT SPREAD OF GERMS FROM SELF TO ENVIRON

ENTRY HORTICULTURE

HORTICULTURE BEH

EHRB 100 ATTEND TO TASKS
EHRB 101 ATTEND FOR MINIMUM OF 30 MINUTES
EHRB 200 DEVELOP POSITIVE ATTITUDES
EHRB 201 DEMONSTRATE ABILITY TO WORK WITH OTHERS
EHRB 204 WORK INDEPENDENTLY

ENTRY HORTICULTURE

HORTICULTURE COMM

EHRC 100 READ/DEVELOP ALT STRATEGY TO OBTAIN INFO
EHRC 101 FOLLOW 7 STEP WRITTEN INSTRUCTIONS
EHRC 104 READ LABEL FOUND ON SHORT SUPPLIES
EHRC 200 LISTEN/DEVELOP ALT STRATEGY TO OBTAIN INFO
EHRC 201 FOLLOW 7 STEP ORAL DIRECTION

EHRC 300 WRITE LEGIBLY/DEVELOP ALT STRATEGY TO REPORT INFO
EHRC 301 WRITE NEATLY

ENTRY HORTICULTURE

HORTICULTURE MATH

EHRM 200 MEASURE ACCURATELY
EHRM 201 MAKE CHANGE UP TO $20
EHRM 204 USE A RULER TO 1/8TH INCH ACCURACY

ENTRY HORTICULTURE

HORTICULTURE PHY

EHRP 300 POSSESS MANUAL DEXTERITY
EHRP 301 MANIPULATE SMALL OBJECTS
EHRP 304 TURN WATER OFF & ON

ENTRY HORTICULTURE

HORTICULTURE EQUIP

EHRQ 100 IDENTIFY COMMON HAND TOOLS
EHRQ 101 IDENTIFY A SHOVEL
EHRQ 104 IDENTIFY A TROWEL
EHRQ 107 IDENTIFY A RAKE
EHRQ 110 IDENTIFY A HOE

EHRQ 200 USE COMMON HAND TOOLS
EHRQ 201 USE PEN & PENCIL
EHRQ 204 USE SCISSORS
EHRQ 207 ATTACH A HOSE TO FAUCET & ATTACH A SPRINKLER
EHRQ 210 USE A KNIFE SAFELY

ENTRY MASONRY

MASONRY BEH

EMAB 100 ATTEND TO TASKS
EMAB 101 ATTEND TO TASKS FOR 30-60 MINUTES
EMAB 104 ATTEND 90% OF THE TIME

ENTRY MASONRY

MASONRY COMM

EMAC 100 READ/DEVELOP ALT STRATEGY TO OBTAIN INFO
EMAC 101 INTERPRET SIMPLE BASIC GRAPHS
EMAC 104 INTERPRET SIMPLE BASIC CHARTS
EMAC 107 INTERPRET SIMPLE DIAGRAMS
EMAC 110 INTERPRET BLUE PRINTS

EMAC 113 FOLLOW 4 STEP WRITTEN DIRECTIONS
EMAC 200 LISTEN/DEVELOP ALT STRATEGY TO OBTAIN INFO
EMAC 201 FOLLOW 4 STEP DIRECTIONS GIVEN ORALLY
EMAC 204 LISTEN TO LECTURE 1/2 TO 1 HOUR
EMAC 300 WRITE LEGIBLY/DEVELOP ALT STRATEGY TO REPORT INFO

EMAC 301 PREPARE LIST OF MATERIALS NEEDED TO COMPLETE THE JOB

ENTRY MASONRY

MASONRY MATH

EMAM 100 CALCULATE PROBLEMS USING THE FOUR BASIC OPERATIONS
EMAM 101 ADD, SUBTRACT, MULTIPLY & DIVIDE WHOLE NUMBERS
EMAM 104 ADD, SUBTRACT, MULTIPLY & DIVIDE FRACTIONS
EMAM 107 COMPUTE CUBIC FEET: L X W X H
EMAM 200 MEASURE ACCURATELY

EMAM 201 APPLY RATIOS IN MIXTURES

ENTRY MASONRY

MASONRY PHY

EMAP 100 POSSESS ADEQUATE STRENGTH
EMAP 101 LIFT FOR PROLONGED PERIODS
EMAP 104 LIFT 50-120 POUNDS PERIODICALLY
EMAP 300 POSSESS MANUAL DEXTERITY
EMAP 301 POSSESS GOOD GROSS MOTOR SKILLS

ENTRY MASONRY

MASONRY EQUIP

EMAQ 800 USE COMMON EQUIPMENT
EMAQ 801 USE EXTENSION LADDER SAFELY
EMAQ 804 USE A STEP LADDER SAFELY (& NOT STAND ON TOP)

ENTRY MERCHAND/FASH

MERCH/FASH BEH

EMFB 100 ATTEND TO TASKS
EMFB 101 ATTEND CLASS/WORK 90% OF THE TIME
EMFB 200 DEVELOP POSTIVE ATTITUDES
EMFB 201 DRESS APPROPRIATELY FOR THE JOB
EMFB 204 DEMONSTRATE ACCEPTABLE SOCIAL BEHAVIOR (COURTEOUS,MANNERS)

EMFB 207 USE SOAP OR CLEANSING MATERIALS DAILY
EMFB 210 BATHE DAILY
EMFB 213 USE DEODORANT DAILY
EMFB 216 KEEP HANDS & NAILS CLEAN
EMFB 219 GET ALONG WITH PEOPLE

ENTRY MERCHAND/FASH

MERCH/FASH COMM

EMFC 100 READ/DEVELOP ALT STRATEGY TO OBTAIN INFO
EMFC 101 FOLLOW WRITTEN DIRECTIONS
EMFC 104 USE DICTIONARY TO LOCATE SPELLING OF WORDS
EMFC 107 USE DICTIONARY TO LOCATE MEANING OF WORDS
EMFC 110 KNOW THE COLOR WHEEL INCLUD'G PRIMARY, SEC,& INTERMED COLOR

EMFC 113 READ VOCAB WORDS RELATED TO MERCHANDIZING/DISTRIBUTIVE ED
EMFC 116 READ AND COMPLETE RECEIPTS
EMFC 119 LEARN MARKET TERMINOLOGY
EMFC 122 READ A NEWSPAPER
EMFC 200 LISTEN/DEVELOP ALT STRATEGY TO OBTAIN INFO

EMFC 201 FOLLOW ORAL DIRECTIONS
EMFC 204 COMMUNICATE WITH CO-WORKERS
EMFC 207 COMMUNICATE WITH SUPERVISORS
EMFC 300 WRITE LEGIBLY/DEVELOP ALT STRATEGY TO REPORT INFO
EMFC 301 FILL OUT A QUESTIONNAIRE

ENTRY MERCHAND/FASH

MERCH/FASH COMM

EMFC 304 COMPLETE DEPOSIT SLIPS
EMFC 307 RECORD CHECKS IN CHECK REGISTER
EMFC 310 ENDORSE CHECKS
EMFC 313 FILL OUT SIGNATURE CARD
EMFC 316 SPELL MONTHS OF THE YEAR

EMFC 319 SPELL ABBREVIATIONS OF THE MONTHS OF THE YEAR
EMFC 322 SPELL NUMBER FOR DOLLAR AMOUNTS
EMFC 400 SPEAK CLEARLY/DEVELOP ALT STRATEGY TO REPORT INFO
EMFC 401 DEMONSTRATE ABILITY TO COMMUNICATE
EMFC 404 COMMUNICATE WITH CUSTOMERS

EMFC 407 USE TELEPHONE CORRECTLY

ENTRY MERCHAND/FASH

MERCH/FASH MATH

EMFM 100 CALCULATE PROBLEMS USING THE FOUR BASIC PROCESSES
EMFM 101 COMPUTE PERCENTAGES
EMFM 104 COMPUTE MONETARY FIGURES
EMFM 107 ADD, SUBTRACT, MULTIPLY & DIVIDE FRACTIONS
EMFM 110 ADD, SUBTRACT, MULTIPLY & DIVIDE DECIMALS

EMFM 113 MAKE CHANGE
EMFM 116 FIND THE PRICE OF SALE ITEMS
EMFM 119 FIGURE THE COST OF ITEMS
EMFM 122 FIGURE THE DISCOUNT ON SALE ITEM
EMFM 125 USE MULTIPLICATION TABLE

ENTRY MERCHAND/FASH

MERCH/FASH PHY

EMFP 300 POSSESS MANUAL DEXTERITY
EMFP 301 WRAP MONEY

ENTRY MACHINE SHOP

MACHINE SHOP BEH

EMSB 100 ATTEND TO TASKS
EMSB 101 ATTEND TO DETAIL
EMSB 200 DEVELOP POSITIVE ATTITUDES
EMSB 201 GATHER MATERIALS NEEDED BEFORE STARTING TASK
EMSB 204 SEQUENCE COMPONENTS OF A TASK

EMSB 207 INITIATE WORK WITHOUT HAVING TO BE TOLD
EMSB 210 WORK INDEPENDENTLY
EMSB 213 RECOGNIZE WHEN WORK IS COMPLETED TO MAXIMUM QUALITY
EMSB 216 DEMONSTRATE A POSITIVE ATTITUDE
EMSB 219 DEMONSTRATE SENSITIVITY IN CREATING OR CONSTRUCTING

ENTRY MACHINE SHOP

MACHINE SHOP COMM

EMSC 100 READ/DEVELOP ALT STRATEGY TO OBTAIN INFO
EMSC 101 DISCRIMINATE COLORS, SIZES, SHAPES, & DEPTH
EMSC 104 READ GAUGES
EMSC 107 READ DIALS
EMSC 110 READ MEASURING INSTRUMENTS

EMSC 113 IDENTIFY BLUE PRINTS AND BLUE PRINT SYMBOLS
EMSC 116 USE TABLE OF CONTENTS TO LOCATE A CONCEPT
EMSC 119 USE INDEX TO LOCATE A CONCEPT
EMSC 122 READ WRITTEN INSTRUCTIONS
EMSC 125 USE DECIMAL EQUIVALENCY CHARTS

EMSC 128 USE TAPE DRILL CHARTS
EMSC 131 DEMONSTRATE UNDERSTANDING OF CHART READING
EMSC 134 CHOOSE KEY TOPICS & WORDS TO USE IN LOCATING INFO

ENTRY MACHINE SHOP

MACHINE SHOP MATH

EMSM 100 CALCULATE PROBLEMS USING THE FOUR BASIC PROCESSES
EMSM 101 ADD AND SUBTRACT ANGLES
EMSM 104 USE RIGHT ANGLES
EMSM 107 USE STRAIGHT ANGLES
EMSM 110 HAVE WORKING KNOWLEGE OF ANGLE MEASUREMENT

ENTRY MACHINE SHOP

MACHINE SHOP MATH

EMSM 113 READ CONVERSION CHARTS (METRICS, FRACTIONS, DECIMALS)
EMSM 116 ADD, SUBTRACT, MULTIPLY & DIVIDE 3 DIGIT WHOLE NUMBERS
EMSM 119 ADD, SUBTRACT, MULTIPLY & DIVIDE 3 DIGIT DECIMALS
EMSM 122 ADD, SUBTRACT, MULTIPLY & DIVIDE 3 DIGIT METRIC SYSTEM NO'S
EMSM 125 ADD, SUBTRACT, MULTIPLY & DIVIDE FRACTIONS

ENTRY MACHINE SHOP

MACHINE SHOP PHY

EMSP 100 POSSESS ADEQUATE STRENGTH
EMSP 101 LIFT 50 POUNDS OF BULK WEIGHT
EMSP 104 GRIP HAND TOOLS
EMSP 107 USE STEADY CONTROL IN TOOL & MACHINE USE
EMSP 300 POSSESS MANUAL DEXTERITY

EMSP 301 SKETCH SIMPLE DESIGNS ON PAPER
EMSP 304 DEMONSTRATE EYE-HAND COORDINATION
EMSP 307 VISUALIZE 3D OBJECTS
EMSP 310 WORK NEATLY WITH SMALL TOOLS SEPARATELY
EMSP 313 WORK NEATLY WITH SMALL TOOL IN CONJUNCTION WITH OTHERS

EMSP 316 VIEW FLAT PATTERN & VISUALIZE FINAL FORM
EMSP 319 DISCRIMINATE COLORS

ENTRY MACHINE SHOP

MACHINE SHOP EQUIP

EMSQ 100 IDENTIFY COMMON HAND TOOLS
EMSQ 101 IDENTIFY PLIERS
EMSQ 104 IDENTIFY SCREWDRIVERS
EMSQ 107 IDENTIFY WRENCHES
EMSQ 110 IDENTIFY HACK SAW

EMSQ 113 IDENTIFY FILES
EMSQ 200 USE COMMON HAND TOOLS
EMSQ 201 GRIP HAND TOOLS

ENTRY SMALL ENGINES

SMALL ENGINES BEH

ESEB 100 ATTEND TO TASKS
ESEB 101 ATTEND AT LEAST 95% OF THE TIME
ESEB 104 ARRIVE ON TIME AT LEAST 95% OF THE TIME

ENTRY SMALL ENGINES

SMALL ENGINES COMM

ESEC 100 READ/DEVELOP ALT STRATEGY TO OBTAIN INFO
ESEC 101 READ CHARTS, TABLES, & REFERENCE LISTS
ESEC 104 READ FLOW CHARTS FOR TROUBLE SHOOTING
ESEC 107 IDENTIFY MECHANICS VOCABULARY
ESEC 300 WRITE LEGIBLY/DEVELOP ALT STRATEGY TO REPORT INFO

ESEC 301 COPY FROM BOARD
ESEC 304 WRITE/PRINT ORDER FORM LEGIBLY

ENTRY SMALL ENGINES

SMALL ENGINES MATH

ESEM 100 CALCULATE PROBLEMS USING THE BASIC FOUR OPERATIONS
ESEM 101 IDENTIFY SIZE RELATIONSHIPS BETWEEN FRACTIONS
ESEM 104 IDENTIFY SIZE RELATIONSHIPS BETWEEN METRIC UNITS
ESEM 107 ADD & SUBTRACT DECIMALS TO 1/100,000 (MICROMETER)
ESEM 110 COMPUTE BILL WITH MONETARY FIGURES TO .1000

ESEM 200 MEASURE ACCURATELY
ESEM 201 RECORD A THERMOMETER READING
ESEM 204 READ & RECORD A GAUGE
ESEM 207 READ RULER TO 1/16THS OF AN INCH

ENTRY SMALL ENGINES

SMALL ENGINES PHY

ESEP 100 POSSESS ADEQUATE STRENGTH
ESEP 101 PUNCH
ESEP 300 POSSESS MANUAL DEXTERITY
ESEP 301 FEEL
ESEP 400 PERFORM SPECIFIC MOTIONS

ENTRY SMALL ENGINES

SMALL ENGINES PHY

ESEP 401 STOOP
ESEP 404 KNEEL
ESEP 407 CROUCH
ESEP 410 CRAWL
ESEP 413 HOLD

ESEP 416 PICK
ESEP 419 EXTEND HANDS & ARMS

ENTRY SMALL ENGINES

SMALL ENGINES EQUIP

ESEQ 100 IDENTIFY COMMON HAND TOOLS
ESEQ 101 IDENTIFY A SCREWDRIVER
ESEQ 104 IDENTIFY SOFT & BALLPEEN HAMMERS
ESEQ 200 USE COMMON HAND TOOLS
ESEQ 201 USE A SCREWDRIVER

ESEQ 204 USE SOCKET WRENCHES
ESEQ 207 USE BOX-END WRENCHES
ESEQ 210 MATCH SOCKET SIZES TO CORRECT BOLT HEADS BY SIGHT
ESEQ 213 LOCATE WRENCH SIZE USING MARKINGS ON WRENCH
ESEQ 216 PLUG IN SCREW & TIGHTEN BOLTS WITHOUT USING VISION

ENTRY SEWING

SEWING BEH

ESWB 100 ATTEND TO TASKS
ESWB 101 ATTEND TO TASK FOR 15 MINUTES
ESWB 200 DEVELOP POSITIVE ATTITUDES
ESWB 201 POSSESS A POSITIVE ATTITUDE TOWARD LEARNING NEW SKILLS
ESWB 207 CONTROL VERBAL BEHAVIOR

ESWB 210 CONTROL PHYSICAL BEHAVIOR
ESWB 213 RESPECT BELONGINGS OF OTHERS

ENTRY SEWING

SEWING COMM

ESWC 100 READ/DEVELOP ALT STRATEGY FOR OBTAINING INFO
ESWC 101 FOLLOW WRITTEN DIRECTIONS
ESWC 104 USE TABLE OF CONTENTS TO LOCATE DESIRED INFO
ESWC 107 USE AN INDEX TO LOCATE INFORMATION
ESWC 110 USE AN DICTIONARY TO DETERMINE CORRECT SPELLING

ESWC 113 USE A DICTIONARY TO DETERMINE CORRECT WORD USE
ESWC 116 READ A GUIDE SHEET/PATTERN (BLUEPRINT OR WRITTEN)
ESWC 200 LISTEN/DEVELOP ALT STRATEGY TO OBTAIN INFO
ESWC 201 FOLLOW ORAL DIRECTIONS
ESWC 204 LISTEN TO PEERS

ESWC 207 LISTEN TO TEACHER/SUPERVISOR
ESWC 210 RECEIVE NONVERBAL COMMUNICATION
ESWC 300 WRITE LEGIBLY/DEVELOP ALTERNATIVE STRATEGY TO REPORT INFO
ESWC 301 WRITE AS DIRECTED

ENTRY SEWING

SEWING COMM MATH

ESWM 100 CALCULATE PROBLEMS USING THE BASIC FOUR OPERATIONS
ESWM 101 ADD, SUBTRACT, MULTIPLY & DIVIDE WHOLE NUMBERS
ESWM 104 ADD, SUBTRACT, MULTIPLY & DIVIDE FRACTIONS W/ VARYING DENOM
ESWM 200 MEASURE ACCURATELY
ESWM 201 READ YARDSTICK/MEASURING TAPE TO 1/8TH OF AN INCH

ENTRY SEWING

SEWING EQUIPMENT

ESWQ 100 IDENTIFY COMMON HAND TOOLS
ESWQ 101 IDENTIFY SCISSORS
ESWQ 104 IDENTIFY MEASURING TAPE

EXIT, GENERAL

GENERAL BEHAVIOR

XGNB 101 WORK SAFELY INCLUDING WEARING EYE PROTECTION
XGNB 104 WORK IN AN ORGANIZED MANNER
XGNB 107 REMAIN ON TASKS FOR UP TO TWO HOURS WITHOUT BREAK
XGNB 110 COMPLETE ASSIGNED TASKS
XGNB 201 GET ALONG WITH CO-WORKERS

XGNB 204 ACCEPT SUPERVISION
XGNB 207 ARRIVE AT WORK ON TIME 90% OF THE TIME
XGNB 210 ATTEND 90% OF THE TIME OR BETTER
XGNB 213 DEMONSTRATE A POSITIVE ATTITUDE TOWARD WORK
XGNB 216 MAKE INDEPENDENT DECISIONS WITHIN GUIDELINES GIVEN

XGNB 222 DEMONSTRATE THE DESIRE TO CONTINUE TO LEARN
XGNB 225 DEMONSTRATE RESPECT FOR AUTHORITY
XGNB 228 DISTING'H BETWEEN ACCEPTABLE/NONACCEPTABLE WORK PERFORMANCE
XGNB 231 PRESENT SELF POSITIVELY
XGNB 234 CONTROL VERBAL & PHYSICAL BEHAVIOR

XGNB 603 USE A COMBINATION SQUARE

EXIT, GENERAL

GENERAL COMM

XGNC 100 READ/DEVELOP ALT STRATEGY TO OBTAIN INFO
XGNC 101 READ CHARTS, TABLES & REFERENCE LIST IN OCCUPATIONAL FIELD
XGNC 104 RECOGNIZE VOCABULARY WORDS WITHIN FIELD
XGNC 107 DEFINE VOCABULARY WORDS WITHIN FIELD
XGNC 110 READ & INTERPRET EQUIPMENT OUTPUT

XGNC 113 RECOGNIZE & USE NON-VERBAL COMMUNICATION
XGNC 116 IDENT RESOURCES TO ASSIST IN REPAIRS (MANUALS, ETC.)
XGNC 200 LISTEN/DEVELOP ALT STRATEGY TO OBTAIN INFO
XGNC 201 FOLLOW DIRECTIONS GIVEN ORALLY
XGNC 204 LISTEN ACTIVELY TO CUSTOMERS

XGNC 300 WRITE/DEVELOP ALT STRATEGY TO REPORT INFO
XGNC 301 FOLLOW WRITTEN DIRECTIONS
XGNC 304 WRITE WORK ORDERS ON JOBS COMPLETED
XGNC 307 KEEP RECORDS AS REQUIRED BY JOB
XGNC 400 SPEAK/DEVELOP ALT STRATEGY TO REPORT INFO

EXIT, GENERAL

GENERAL COMM

XGNC 401 DISCUSS REPAIR WORK OVER TELEPHONE WITH STRANGERS

EXIT, GENERAL

GENERAL MATH

XGNM 101 CALCULATE CUSTOMERS' BILLS
XGNM 104 PERFORM MATH CALCULATIONS REQUIRED ON THE JOB
XGNM 200 COMPLETE MEASUREMENTS REQUIRED ON THE JOB

EXIT, GENERAL

GENERAL OCCUP

XGNO 101 WEAR CLOTHES APPROPRIATE FOR THE WORK SETTING
XGNO 104 BATHE DAILY WITH SOAP
XGNO 107 USE DEODORANT DAILY
XGNO 110 FILL OUT JOB APPLICATION IN TRAINING FIELD
XGNO 113 EXPLAIN SKILLS POSSESSED BY END OF TRAINING

XGNO 116 OBTAIN JOB INTERVIEW
XGNO 119 OBTAIN EMPLOYMENT IN TRAINING AREA/CLOSELY RELATED FIELD

EXIT, GENERAL

GENERAL PHYS

XGNP 100 POSSESS SUFFICIENT PHYSICAL STAMINA TO REMAIN ON THE JOB
XGNP 300 MANIPULATE TOOLS OF FIELD WITH/WITHOUT ASSISTIVE DEVICES
XGNP 301 MANIPULATE EQUIP OF FIELD WITH/WITHOUT ASSISTIVE DEVICES
XGNP 400 USE BODY EFFECTIVELY/EFFICIENTLY
XGNP 401 PERFORM PHY MOVEMENTS OF JOB WITH/WITHOUT ASSISTIVE DEVICES

EXIT, GENERAL

GENERAL EQUIP

XGNQ 100 IDENT HAND TOOLS USED IN OCCUPATIONAL FIELD
XGNQ 200 USE HAND TOOLS WITH/WITHOUT ASSISTIVE DEVICES
XGNQ 201 CLEAN TOOLS AT END OF USE PERIOD
XGNQ 400 USE POWER TOOLS OF TRAINING FIELD
XGNQ 500 IDENT MATERIALS USED IN OCCUPATIONAL FIELD

EXIT, GENERAL

GENERAL EQUIP

XGNQ 700 IDENT VARIOUS PARTS OF EQUIPMENT WHEN ASKED
XGNQ 800 USE JOB-RELATED EQUIPMENT WITH/WITHOUT ASSISTIVE DEVICES
XGNQ 801 DEMONSTRATE SAFETY PRACTICES IN CARE OF EQUIPMENT
XGNQ 804 CLEAN EQUIPMENT AT END OF USE PERIOD

EXIT, AUTO BODY

AUTO BODY, BEH

XABB 101 ATTEND 95% OR MORE OF THE TIME
XABB 104 DRESS APPROPRIATELY FOR JOB
XABB 201 DEVELOP INTERPERSONAL SKILLS

EXIT, AUTO BODY

AUTO BODY, COMM

XABC 101 LOCATE SOURCES TO FIND COLOR CODE
XABC 104 MIX PAINT TO MATCH COLOR CODE
XABC 301 LIST EXPLOSIVES & NONEXPLOSIVE MATERIALS

EXIT, AUTO BODY

AUTO BODY, MATH

XABM 101 ESTIMATE AUTO BODY REPAIR COSTS

EXIT, AUTO BODY

AUTO BODY, PHYS

XABP 401 IDENTIFY COLORS

EXIT, AUTO BODY

AUTO BODY EQUIP

XABQ 101 SET UP A PUSH JACK ASSEMBLY
XABQ 104 SET UP A PULLING JACK
XABQ 200 USE HAND TOOLS APPLICABLE TO AUTO BODY
XABQ 201 OPERATE A PUSH JACK
XABQ 204 OPERATE A PULLING JACK WHEN USING HANDS TO REPAIR AREA

XABQ 207 DETECT HIGH & LOW SPOTS WITH A BODY FILE
XABQ 210 STRAIGHTEN DAMAGED AREA USING BASIC METAL STRAIGHTENING PRO
XABQ 213 REMOVE HI&LOW SPOTS/PICK HAMMER AFTER DETECTED BY BODY FILE
XABQ 216 USE BODY SPOON IN REPAIRING A PANEL
XABQ 219 PREPARE A SPOT FOR REFINISHING

EXIT, AUTO BODY

AUTO BODY EQUIP

XABQ 222 REFINISH A SPOT AREA
XABQ 225 DEMO JACK STAND SAFETY
XABQ 400 USE POWER TOOLS APPLICABLE TO AUTO BODY
XABQ 401 GRIND REPAIR AREA
XABQ 404 REMOVE RUST & READY PANEL FOR SURFACE PREPARATION

XABQ 407 REMOVE & REPLACE RADIATOR SUPPORT
XABQ 410 REMOVE, REPLACE, & ALIGN FRONT FENDER
XABQ 413 REMOVE & REPLACE HOOD & DECK LID
XABQ 416 REMOVE/INSTALL A DOOR ASSEMBLY WITH ALL ITS COMPONENT PARTS
XABQ 419 REMOVE & INSTALL A DOOR SKIN

XABQ 422 REMOVE & INSTALL AN ELECTRICAL WINDOW MECHANISM & CONTROLS
XABQ 425 REMOVE WOODGRAIN TRANSFER FROM PANEL
XABQ 428 INSTALL WOODGRAIN TRANSER
XABQ 431 REMOVE & REPLACE A QUARTER PANEL
XABQ 434 USE FRAME TOOLS APPLICABLE TO AUTO BODY

XABQ 601 REMOVE/REPLACE REAR BUMPER
XABQ 603 REPLACE DASH
XABQ 604 MIX/SPREAD/SAND PLASTIC FILLER
XABQ 606 REPLACE VINYL TOP
XABQ 607 PRIME & BLOCK-SAND AN AREA TO BE SPRAYED

XABQ 610 CHEMICALLY CLEAN, BLOW DRY, & MASK AREA
XABQ 613 PREPARE A COMPLETE PANEL FOR REFINISHING
XABQ 616 MIX ACRYLIC ENAMEL & ENAMEL REDUCER FOR SPRAYING
XABQ 619 SPRAY ACRYLIC ENAMEL
XABQ 622 REMOVE MASKING TAPE FROM JOB

XABQ 625 INSTALL POP RIVET REPAIR PANEL
XABQ 628 INSTALL SPOT WELD REPAIR PANEL
XABQ 631 REMOVE & REPLACE FRONT BUMPER & GRILL ASSEMBLY
XABQ 634 REPAIR A CRACK IN A FIBERGLASS PANEL
XABQ 637 REPAIR A HOLE IN A FIBERGLASS PANEL

XABQ 642 PREPARE THE SURFACE FOR FIBERGLASS PANEL REPLACEMENT
XABQ 645 REPAIR THE NEW PANEL TO THE FIBERGLASS BODY
XABQ 648 APPLY PAINT STRIPPER
XABQ 651 REPAIR A VINYL ROOF COVER
XABQ 654 INSTALL WINDSHIELD

XABQ 657 INSTALL DOOR GLASS
XABQ 660 INSTALL BACK GLASS
XABQ 663 REPAIR VINYL TOP
XABQ 801 SHRINK A STRETCH AREA OF METAL USING THE SHRINKING PROCESS
XABQ 804 DEMO THE DIFFERENT SPRAY GUN ADJUSTMENTS

EXIT, AUTO BODY

AUTO BODY EQUIP

XABQ 807 DEMO THE STEPS IN USING A SPRAY GUN
XABQ 810 DEMO WHAT TO DO IF SPRAY GUN WON'T OPERATE
XABQ 813 DEMO SPRAY GUN PRESSURE FOR DIFFERENT FINISHES
XABQ 816 DEMO HOW TO CLEAN A SPRAY GUN
XABQ 819 DEMO HOW TO SPRAY A PRIMER SURFACER

XABQ 822 REFINISH A COMPLETE PANEL
XABQ 825 APPLY AN ACRYLIC LACQUER TOP COAT TO AN AUTOMOBILE
XABQ 828 PREPARE AN AUTO FOR COMPLETE REFINISHING
XABQ 831 SPRAY PAINT A COMPLETE AUTO
XABQ 834 PUT THE FINAL FINISH ON THE AUTO

XABQ 837 LIGHT & ADJUST AN OXYACETYLENE TORCH TO A NATURAL FLAME
XABQ 840 WELD A LAP JOINT
XABQ 843 WELD A BUTT JOINT USING A FILLER ROD
XABQ 846 CHECK A UNITIZED BODY FOR ALIGNMENT
XABQ 849 CHECK A FRAME FOR ALIGNMENT

XABQ 852 REPAIR A DAMAGED FRAME TO MEET MANUFACTURER SPECIFICATIONS
XABQ 855 WEAR PROPER PAINT MASK
XABQ 858 WEAR SAFETY GOGGLES

EXIT AIR COND'G REF

AC & R BEH

XACB 101 RENDER AID TO ELECTRICAL SHOCK VICTIM

EXIT AIR COND'G REF

AC & R COMM

XACC 101 DEMONSTRATE ABILITY TO READ ELECTRICAL SCHEMATIC DIAGRAMS
XACC 104 MATCH COMMON TYPES OF REFRIGERANTS TO THEIR CHEMICAL NAME
XACC 107 MATCH TYPES OF FIRE EXTINGUISHERS TO CLASS OF FIRE USED ON
XACC 110 MATCH COLORS OF THE SAFETY CODE TO THE APPLICATIONS
XACC 301 LIST METHODS OF DETERMINING WHAT REFRIGERANT IS IN SYSTEM

XACC 304 LIST ELECTRICAL SAFETY RULES
XACC 307 LIST REFRIGERANT SAFETY RULES
XACC 310 LIST SYMPTOMS OF IMPROPER AMOUNTS OF PRIM & SECONDARY AIR
XACC 316 LIST ADVANTAGES OF VARIOUS DUCT DISTRIBUTION SYSTEMS
XACC 319 LIST MATERIALS THAT ARE GOOD HEAT INSULATORS

EXIT AIR COND'G REF

AC & R COMM

XACC 322 LIST ELECTRICAL SAFETY PRECAUTIONS
XACC 325 LIST FUNCTIONS OF COMPONENTS OF AN ELECTRICAL CIRCUIT
XACC 328 LIST VARIOUS MOTOR STARTING DEVICES USED WITH HERMETIC COMP
XACC 331 LIST BASIC INFO FOUND ON A PSYCHRONMETRIC CHART
XACC 332 LIST DESIGN CONSIDERATIONS/VARIOUS TYPES VENTILATION OUTLET

XACC 333 LIST METHODS USED TO FILTER & CLEAN AIR
XACC 334 LIST RULES OF GENERAL SHOP SAFETY
XACC 337 LIST FUNCTIONS OF AIR CONDITIONING
XACC 340 LIST STEPS IN MAKING AN INSPECTION OF A GAS FURNACE
XACC 343 LIST DESIRABALE CHARACTERISTICS OF A GOOD REFRIGERANT

XACC 347 LIST METHODS OF PRODUCING AN ELECTROMOTIVE FORCE
XACC 401 DESCRIBE THE PROBLEMS CREATED BY LOW VOLTAGE
XACC 402 EXPLAIN THE NATURE OF ELECTRICITY
XACC 404 DESCRIBE WORKING OF REFRIGERANT CONTROLS
XACC 405 DESCRIBE EFFECTS OF CAPACITANCE & INDUCTANE IN AN AC CIRCUI

XACC 407 DESCRIBE COMPRESSOR LUBRICATION
XACC 408 EXPLAIN FUNCTION OF A DIVERTER USED ON A GAS FURNACE STACK
XACC 410 EXPLAIN COMP'NT FUNCTIONS IN REFRIGERATOR COMPRESSION CYCLE
XACC 411 DISCUSS RESCUE PROCEDURE IN CASE OF ELECTRIC SHOCK
XACC 413 DESCRIBE METHODS OF LEAK DETECTION

XACC 414 DEFINE TERMS USED IN AC & R INDUSTRY
XACC 416 EXPLAIN THE OPERATION OF A POTENTIAL RELAY
XACC 417 DISCUSS PRINCIPLES OF OPERATION OF ELECTRONIC AIR CLEANERS
XACC 419 EXPLAIN THE OPERATION OF A HOT WIRE RELAY
XACC 420 EXPLAIN THE MOLECULAR NATURE OF HEAT

XACC 422 DESCR SYMPTOMS OF & CORRECTIVE ACTION OF MOISTURE IN SYSTEM
XACC 423 DESCRIBE OPERATION OF HEAT PUMP IN SUMMER OPERATING MODE
XACC 424 DESCRIBE OPERATION OF A HEAT PUMP IN WINTER OPERATING MODE
XACC 425 DESCRIBE SYMPTOMS OF & CORRECTIVE ACTION FOR SYSTEM LEAK
XACC 426 DISTINGUISH BETWEEN HEAT & TEMPERATURE

XACC 426 DISTINGUISH BETWEEN HEAT & TEMPERATURE
XACC 429 DESCRIBE FUNCTION OF COMPONENTS OF ELECTRICAL AIR CLEANERS
XACC 430 NAME COMPONENTS OF AN ELECTRONIC AIR CLEANER
XACC 431 DESCRIBE SYMPTOMS OF & CORRECTIVE ACTION FOR LOW CHARGE
XACC 432 DESCRIBE STEPS TO BE TAKEN IN CASE OF AN ACCIDENT

XACC 433 DISCUSS STANDARD FIRST AID PROCEDURES
XACC 434 DESCRIBE SYMPTOMS OF & CORRECTIVE ACTION FOR AIR IN SYSTEM
XACC 436 DESCRIBE AN ELECTRICAL DISTRIBUTION SYSTEM
XACC 437 RELAT'P B'TWN TEMP & PRES'R FOR LQDS & VAPORS IN CLOSED CON
XACC 438 STATE DIFFERENCE BETWEEN HIGH, LOW & 3 PHASE VOLTAGE

EXIT AIR COND'G REF

AC & R COMM

XACC 440 DESCRIBE TYPES OF METERING DEVICES COMMONLY IN USE
XACC 443 EXPLAIN RELAT'P BETWEEN CURRENT, VOLTAGE & RESISTANCE (OHM)
XACC 446 EXPLAIN METHOD OF BALANCING AIR FLOW IN A FORCED AIR SYSTEM
XACC 449 DISTINGUISH BETWEEN SENSIBLE & LATENT HEAT
XACC 452 EXPLAIN THE OPERATION OF A CURRENT RELAY

XACC 455 DESCRIBE SAFETY DEVICES COMMONLY FOUND ON GAS FURNACES
XACC 458 NAME FACTORS AFFECTING ELECTRICAL RESISTANCE
XACC 461 EXPLAIN EFFECTS OF SERIES & PARALLEL (SEE 464)
XACC 464 (CONT' FROM 461) CONNECTIONS ON CURRENT VOLTAGE RESISTANCE
XACC 466 DESCR' OPERATION OF VARIOUS AUTOMATIC DEFROST CONTROL SYSTM

XACC 468 DESCRIBE THE METHODS OF FROST CONTROL
XACC 470 DISCUSS CONSTRUCTION & USE OF FLEXIBLE REFRIGERANT HOSE
XACC 471 DESCRIBE THE PURPOSE OF EACH REFRIGERANT SYSTEM ACCESSORY
XACC 472 DESCR' RELATION'P BETWEEN PRESSURE TEMP & VOLUME OF A GAS
XACC 474 EXPLAIN THETERM "R-FACTOR" AS IT APPLIES TO BLDG INSULATION

XACC 476 DISTINGUISH BETWEEN SINGLE & 3 PHASE ALTERNATING CURRENT
XACC 478 DISTINGUISH BETWEEN DIRECT & ALTERNATING CURRENT
XACC 480 DISCUSS METHODS OF PROVIDING IGNITION TO A GAS BURNER
XACC 482 DESCRIBE THE TYPES OF SERVICE VALVES
XACC 484 DESCRIBE THE COMBUSTIC PROCESS IN A GAS FURNACE

XACC 486 DISCUSS THE PROPER CARE OF HAND TOOLS
XACC 488 DESCRIBE PROPERTIES OF MATTER IN EACH OF ITS STATES
XACC 490 DESCRIBE CONSTRUCTION OF A HERMETIC COMPRESSOR
XACC 492 DESCRBIBE HOW TO FLUSH & CLEAN A REFRIGERATION SYSTEM
XACC 494 DEFINE THE THREE STATES OF MATTER

XACC 495 EXPLAIN OPERATION OF A TRANSFORMER
XACC 496 DEFINE TERMS RELATED TO PSYCHRONMETRICS
XACC 497 DESCRIBE THE NATURE OF ELECTROMAGNETISM
XACC 498 DIST'H BETWEEN COMPONENTS OF REFRIG ABSORPTION & COMPRESSIO
XACC 499 DESCRIBE THE OPERATION OF ELECTRIC MOTORS

XACC 709 DESCRIBE OPERATION OF A HEAT PUMP IN WINTER OPERATING MODE
XACC 849 CHECK A FRAME FOR ALIGNMENT

EXIT AIR COND'G REF

AC & R MATH

XACM 102 COMPUTE PRESSURE/TEMPERATURE PROBLEMS FOR REFRIGERANTS
XACM 104 COMPUTE THE COOLING LOAD OF A STRUCTURE
XACM 107 DETERMINE DUE POINT
XACM 110 COMPUTE THE HEATING LOAD OF A STRUCTURE
XACM 113 COMPUTE ELECTRICAL POWER

XACM 116 ESTIMATE REPAIR COSTS
XACM 201 MEASURE INSIDE & OUTSIDE DIAMETERS
XACM 204 MEASURE OUTLET PRESSURE OF A GAS REGULATOR CONTROL DEVICE
XACM 207 MEASURE CURENT DRAWN BY A HEATING ELEMENT
XACM 210 MEASURE RELATIVE HUMIDITY

XACM 213 WORK VOLUME MEASUREMENT PROBLEMS
XACM 216 MAKE THREE-VIEW DRAWINGS
XACM 219 MEASURE VOLTAGE
XACM 222 MEASURE CURRENT
XACM 225 MAKE LINEAR MEASUREMENTS TO 1/32NDS OF AN INCH

XACM 852 REPAIR A DAMAGED FRAME TO MEET MANUFACTURER SPECIFICATIONS

EXIT AIR COND'G REF

AC & R OCCUP

XACO 101 LIST ACCEPTABLE WORK PRACTICES
XACO 201 LIST ACCEPTABLE WORK ATTITUDES & PERSONALITY TRAITS

EXIT AIR COND'G REF

AC & R PHYS

XACP 104 DRAW THE COMPRESSION REFRIGERATION CYCLE
XACP 107 DRAW CIRCUIT FOR TYPICAL ELECTRIC WARM AIR FURNACE
XACP 401 MATCH CYCLINDER COLOR CODE TO TYPES OF REFRIGERANTS

EXIT AIR COND'G REF

AC& R EQUIP

XACQ 100 IDENTIFY BASIC HAND TOOLS
XACQ 101 IDENT THE COMPONENTS OF THE REFRIGERATION GAUGE SET
XACQ 104 IDENTIFY FITTINGS USED WITH TUBING
XACQ 201 CUT INTERNAL & EXTERNAL THREADS
XACQ 204 SELECT APPROPRIATE TOOL FOR JOB FROM GROUP OF SIMILAR TOOLS

EXIT AIR COND'G REF

AC& R EQUIP

XACQ 401 BRAZE A COPPER TO COPPER JOINT
XACQ 404 PRESSURE CHECK A REFRIGERATION UNIT
XACQ 407 OBTAIN REFRIGERATION SYSTEM PRESSURES
XACQ 410 USE A BRAZING TORCH PROPERLY
XACQ 413 SOLDER A COPPER JOINT TO A COPPER JOINT

XACQ 416 MAKE A SWAGG JOINT
XACQ 418 DEMON PROPER USE/CARE OF SELECTED REFRIGERATION TOOLS
XACQ 421 ADJUST HARDWARE ON REFRIGERATION EQUIPMENT
XACQ 424 TEST STARTING CAPACITORS BY MICRO-FARAD MARKINGS
XACQ 427 TEST RUNNING CAPACITORS BY MICRO-FARAD MARKINGS

XACQ 501 IDENT TYPES OF PIPE & PIPE FITTINGS USED IN AC & R WORK
XACQ 601 MAKE PROPER ELECTRICAL CONNECTIONS PER WIRING DIAGRAMS
XACQ 604 USE ELECTRIC METERS
XACQ 607 CUT CAPILLARY TUBING
XACQ 610 MAKE ELECTRICAL CONNECTIONS

XACQ 613 CUT TUBING
XACQ 616 BEND TUBING
XACQ 619 MAKE A FLARE CONNECTION
XACQ 622 DETERMINE CORRECT SIZE OF DUCTS TO USE FOR A GIVEN AIR FLOW
XACQ 625 SELECT THE STATE OF REFRIGERANT AT VARIOUS POINTS IN SYSTEM

XACQ 628 CONSTRUCT AN ASSEMBLY OF COPPER TUBING
XACQ 631 USE AC/HEATING GAUGES AND INSTRUMENTS PROPERLY
XACQ 634 KEEP FREON DRY
XACQ 637 MATCH TYPES OF REFRIGERANTS TO THEIR APPLICATIONS
XACQ 701 IDENT THE TERMINALS OF A HERMETIC COMPRESSOR

XACQ 704 IDENT TYPES OF EVAPORATORS
XACQ 707 IDENT TYPES OF COMPRESSORS
XACQ 709 IDENTIFY TYPES OF COMMONLY USED ELECTRIC MOTORS
XACQ 713 IDENT REFRIGERANT SYSTEM ACCESSORIES
XACQ 801 CHECK ELECTRIC MOTOR FOR FAULTS

XACQ 804 CHECK HERMETIC COMPRESSOR-MOTOR FOR FAULTS
XACQ 807 CHECK OPERATION OF A HEATING THERMOSTAT
XACQ 810 DETERMINE CONDITIONS OF A RELAY
XACQ 813 DETERMINE CONDITION OF OVERLOAD PROTECTION DEVICE
XACQ 816 DETERMINE CONDITION OF A THERMOSTAT

XACQ 819 CHECK OPERATION OF A THERMAL COUPLE
XACQ 822 CHECK A REVERSING VALVE FOR PROPER OPERATION
XACQ 825 REPLACE EXTERNAL OVERLOAD PROTECTOR
XACQ 828 REPLACE A THERMOSTAT
XACQ 831 CONNECT A HEATING THERMOSTAT

EXIT AIR COND'G REF

AC& R EQUIP

XACQ 834 REPLACE A STARTING RELAY
XACQ 837 CHECK A GAS SYSTEM FOR LEAKS
XACQ 840 CHECK CONDITION OF AN ELECTRICAL RESISTANCE HEATING ELEMENT
XACQ 842 CONNECT THE COMP'TS OF A GAS FURNACE ELECT'L CONTROL CIRCUI
XACQ 844 DRAW CIRCUIT FOR AN ELECT'L CONNECTION OF A HEATING ELEMENT

XACQ 846 PURGE A REFRIGERATION SYSTEM
XACQ 848 FREE A STUCK COMPRESSOR
XACQ 850 CHARGE A REFRIGERATION SYSTEM
XACQ 852 EVACUATE A REFRIGERATION SYSTEM
XACQ 854 DRAW THE CIRCUIT FOR ELEC'L CONNECTION OF A POTENTIAL RELAY

XACQ 855 INSTALL REFRIGERATION SYSTEM COMPONENTS
XACQ 856 DEMO PROPER USE/CARE OF SELECTED REFRIGERATION TEST EQUIP
XACQ 858 CHECK OPERATION OF ELECTRONIC SYSTEM ON A GAS BURNER
XACQ 860 DETERMINE BEST LOCATIONS FOR AIR OUTLETS
XACQ 862 DETERMINE CONDITION OF A CAPACITOR

XACQ 864 REPLACE A HERMETIC COMPRESSOR UNIT
XACQ 866 ASSEMBLE A BASAL REFRIGERATION SYSTEM
XACQ 868 ADJUST THE AMOUNT OF PRIMARY AIR TO A GAS BURNER
XACQ 870 INSTALL REFRIGERANT LINE BETWEEN EVAPORATOR&CONDENSING UNIT
XACQ 872 DRAW THE ELECT'L CONTROL CIRCUIT FOR TYPICAL REFRIG UNIT

XACQ 874 DETERMINE THE CORRECT POSITION OF A PILOT LIGHT
XACQ 876 DISSEMBLE & REASSEMBLE AN ELECTRICAL MOTOR
XACQ 878 ADJUST SUPER HEAT SETTING OF THERMAL EXPANSION VALUE
XACQ 880 SELECT DUCT DISTRIBUTION SYSTEM BEST SUITED FOR GIVEN STRUC
XACQ 882 DRAW THE REFRIGERANT SYSTEM FOR A HEAT PUMP

XACQ 884 RECOGNIZE PROPER AIR FLOW THRU EVAPORATOR & CONDENSOR
XACQ 886 REPAIR DEFECTIVE COMPRESSOR

EXIT, AGRIC MACH

AGRI MACH, BEH

XAGB 201 CLEAN WORK AREA AS SPECIFIED BY TEACHER/SUPERVISOR

EXIT, AGRIC MACH

AGRI MACH, COMM

XAGC 101 READ A TACHOMETER
XAGC 104 KNOW HOW TO LOCATE INFORMATION IN A SERVICE MANUAL
XAGC 301 LIST CRITERIA FOR SELECTING HYDRAULIC FLUIDS FOR EQUIPMENT
XAGC 304 LIST CRITERIA FOR SELECTING TRANSMISSION LUBRICANTS
XAGC 307 LIST CRITERIA FOR SELECTING ENGINE FUELS FOR PREV MAINTANEN

XAGC 310 LIST PROCESSES IN MAINTAINING A BATTERY
XAGC 313 LIST PROCEDURES IN MAINTAINING TIRES
XAGC 401 EXPLAIN BASIC OPERATIONS OF ENGINES
XAGC 404 EXPLAIN ELEMENTS/COMPONENTS OF ENGINES
XAGC 407 STATE PRIM'Y COMPON'TS OF LAWS GOV'RNG TRANSPORT'G AG MACH

XAGC 410 EXPLAIN WHAT ENGINE OILS DO
XAGC 413 STATE WHEN TO CHANGE OIL
XAGC 416 STATE CRITERIA FOR SELECTING COOLERANTS FOR ENGINES
XAGC 419 EXPLAIN HOW HYDRAULIC SYSTEMS WORK
XAGC 422 EXPLAIN HOW THE POWER TRAIN WORKS

XAGC 425 EXPLAIN HOW TRACTOR MOVEMENT CONTROLS OPERATE
XAGC 428 EXPLAIN HOW TRACTOR IMPLEMENT CONTROLS OPERATE
XAGC 431 EXPLAIN HOW INSTRUMENTS (GAUGES, ETC.) WORK
XAGC 434 STATE BASIC PRINC'S OF OPERATION WHEN TRACTOR IS IN FIELD
XAGC 437 STATE RELATIONSHIP OF GEARS TO WEIGHT AND/DRAG OF IMPLEMENT

XAGC 440 EXPLAIN VARIOUS TYPES OF BATTERIES USED IN AG MACHINERY
XAGC 443 STATE HOW A BATTERY WORKS

EXIT, AGRIC MACH

AGRI MACH, MATH

XAGM 101 ESTIMATE FIXED,OPERATING & TOTAL COSTS FOR FARM MACHINERY
XAGM 104 KEEP A SERVICE RECORD ON EACH MACHINE SERVICED

EXIT, AGRIC MACH

AGRI MACH EQUIP

XAGQ 501 SELECT PROPER ENGINE OIL
XAGQ 601 DEMONSTRATE HOW TO TEST ENGINE OIL PRESSURE
XAGQ 604 TRACE THE FLOW OF COOLANT
XAGQ 607 DEMOSTRATE HOW TO CHANGE HYDRAULIC SYSTEM FILTERS & FLUIDS
XAGQ 610 DEMONSTRATE HOW TO TEST HYDRAULIC SYSTEM PRESSURE

EXIT, AGRIC MACH

AGRI MACH EQUIP

XAGQ 613 DEMONSTRATE HOW TO CHANGE TRANSMISSION FLUID
XAGQ 616 DEMO SAFETY PROCED'S IN ATTACHING/REMOVING EQUIP FROM TRACT
XAGQ 619 WEAR GOGGLES IN SHOP SETTING
XAGQ 622 WEAR SHIELDS IN SHOP SETTING
XAGQ 625 USE TESTING TOOLS IN SERVICING THE ELECTRIC SYSTEM

XAGQ 628 USE TESTING EQUIP IN SERVICING THE ELECTRIC SYSTEM
XAGQ 701 IDENT DIFFERENT TYPES OF ENGINES & ENGINE SYSTEMS
XAGQ 704 SERVICE COMPONENTS OF THE ENGINE LUBRICATION SYSTEM
XAGQ 707 IDENT COMPONENTS OF ELECTRICAL SYSTEM
XAGQ 710 IDENT WIRING HARNESSES, METERS & SWITCHES AS PART OF SERVIC

XAGQ 801 USE ESTIMATED MACHINE CAPACITY TO MANAGE MACHINERY
XAGQ 802 USE ESTIMATED FIELD EFFICIENCY TO MANAGE MACHINERY
XAGQ 803 USE ESTIMATED POWER REQUIREMENTS TO MANAGE MACHINERY
XAGQ 804 SIMULATE MACHINERY MANAGEMENT PROCEDURES IN DECISION MAKING
XAGQ 807 IDENT USES OF DIFFERENT ENGINES

XAGQ 813 DISSEMBLE, REPAIR, & ASSEMBLE EACH COMPONENT OF ENGINES
XAGQ 816 SERVICE THE COMPONENTS OF THE INTAKE & EXHAUST SYSTEM
XAGQ 819 SERVICE COMPONENTS OF THE ENGINE COOLING SYSTEM
XAGQ 822 OPERATE ENGINE TEST EQUIPMENT
XAGQ 825 USE THE 7 BASIC STEPS IN THE DIAGNOSIS & TESTING OF ENGINES

XAGQ 828 IDENT CAUSES FOR FAILURES ON VALVE GEAR TRAINS
XAGQ 831 IDENT CAUSES FOR FAILURES IN JOURNAL BEARINGS
XAGQ 834 IDENT CAUSES FOR FAILURES IN PISTONS,RINGS&CYCLINDER LINERS
XAGQ 837 SERVICE IGNITION CIRCUIT COMPONENTS OF ELECTRICAL SYSTEM
XAGQ 840 SERVICE STARTING CIRCUIT COMPONENTS OF ELECTRICAL SYSTEM

XAGQ 843 SERVICE CHARGING CIRCUIT COMPONENT OF ELECTRICAL SYSTEM
XAGQ 846 UNDERSTAND OPERATIONS OF ELECTRICAL SYSTEM
XAGQ 849 TEST RADIATOR THERMOSTAT CAP
XAGQ 852 DEMONSTRATE HOW TO FLUSH & CLEAN ENGINE COOLING SYSTEM
XAGQ 855 DEMO LIGHTING REQUIRE'TS IN TRANSPORTING AG EQUIP BY TOWING

XAGQ 858 DEMO LIGHTING REQ'MTS IN TRANSPORTING AG EQUIP BY HAULING
XAGQ 861 KNOW BASIC TROUBLE-SHOOTING FUNCTIONS
XAGQ 864 ISOLATE THE CIRCUIT ON WHICH THE PROBLEM LIES
XAGQ 867 MAKE DYNAMOMETER TESTS
XAGQ 870 INSPECT VISUALLY TO DETERMINE MALFUNCTION

XAGQ 871 IDENT CAUSES FOR FAILURES IN TRACKS & TIRES
XAGQ 872 SERVICE COMPONENTS OF LP GAS FUELED ENGINES
XAGQ 873 DEMONSTRATE THE TUNING OF AN ENGINE
XAGQ 874 IDENT CAUSES FOR FAILURES IN GEARS
XAGQ 875 IDENT CAUSES OF FAILURES OF HYDROSTATIC TRANSMISSIONS

EXIT, AGRIC MACH

AGRI MACH EQUIP

XAGQ 876 DEMONSTRATE THE TESTING OF ENGINE COMPRESSION
XAGQ 877 IDENT CAUSES FOR FAILURES IN TURBOCHARGERS
XAGQ 878 DEMO CORRECT PROCED'S IN MAINTAINING LIGHTING & ACCESSORIES
XAGQ 879 DEMONSTATE HOW TO REFUEL VARIOUS TYPE ENGINES SAFELY
XAGQ 880 DEMO CORRECT PROCEDURES IN MAINTAINING BELT & CHAIN DRIVES

XAGQ 881 DEMO CORRECT PROCEDURES IN MAINTAINING GREASE FITTINGS
XAGQ 882 DEMO PREVENTIVE MAINTENANCE OF ELECTRIC SYSTEM
XAGQ 883 DEMO CORRECT PROCEDURES IN MAINTAINING BRAKES
XAGQ 884 DEMO CORRECT PROCEDURES IN MAINTAINING STEERING AXLES&WHEEL
XAGQ 885 IDENTIFY CAUSES FOR FAILURES IN ANTI-FRICTION BEARINGS

XAGQ 886 IDENTIFY CAUSES FOR FAILURES IN MISC. COMPONENTS OF EQUIP
XAGQ 887 SERVICE STORAGE BATTERY COMPONENT OF ELECTRICAL SYSTEM
XAGQ 888 IDENTIFY CAUSES FOR FAILURES IN SHAFTS
XAGQ 889 USE 7 BASIC STEPS IN DIAGNOSIS/TESTING OF ELECTRICAL SYSTEM
XAGQ 891 IDENTIFY CAUSES FOR FAILURES IN AXLES

XAGQ 892 IDENTIFY CAUSES FOR FAILURES IN SPINDLES
XAGQ 893 IDENTIFY CAUSES FOR FAILURE IN UNIVERSAL JOINTS
XAGQ 894 IDENTIFY CAUSES FOR FAILURES IN BELTS & CHAINS
XAGQ 895 TUNE-UP A GASOLINE ENGINE
XAGQ 896 TUNE-UP A DIESEL ENGINE

XAGQ 897 SERVICE COMPONENTS OF THE ENGINE'S GOVERNING SYSTEM
XAGQ 898 SERVICE COMPONENTS OF THE GASOLINE FUEL SYSTEM
XAGQ 899 SERVICE COMPONENTS OF THE DIESEL FUEL SYSTEM
XAGQ 900 DEMOSTRATE HOW TO CHANGE HYDRAULIC SYSTEM FILTERS & FLUIDS

EXIT, AUTO SERVICE

AUTO SERVICE, BEH

XASB 101 BE RELIABLE AND TRUSTWORTHY
XASB 104 COOPERATE WITH FELLOW WORKERS
XASB 107 COOPERATE WITH EMPLOYER
XASB 110 WORK WITHOUT MUCH SUPERVISION
XASB 113 DEMON PATIENCE NECESSARY TO MAKE PROPER REPAIRS & ADJUSTMEN

XASB 116 MAINTAIN APPROPRIATE PERSONAL APPEARANCE
XASB 119 KEEP CLOTHING LAUNDERED ADEQUATELY
XASB 121 WEAR APPROPRIATE CLOTHING FOR JOB
XASB 122 CONSIDER OTHERS POINT OF VIEW
XASB 125 MAINTAIN PROPER HAIR LENGTH/TIE BACK IF NECESSARY

EXIT, AUTO SERVICE

AUTO SERVICE, BEH

XASB 128 USE SAFETY GLASSES PER SHOP REQUIREMENTS

EXIT, AUTO SERVICE

AUTO SERVICE, COMM

XASC 101 READ A VOLTMETER AND OHMETER
XASC 104 READ A MICROMETER & A DIAL INDICATOR
XASC 107 READ A BRAKE DRUM MICROMETER
XASC 301 LIST CHARACTERISTICS OF LUBRICATION SYSTEM
XASC 401 DESCRIBE PRINCIPLES OF LUBRICATION

EXIT, AUTO SERVICE

AUTO SERVICE, MATH

XASM 101 ESTIMATE CUSTOMER BILLS/COSTS

EXIT, AUTO SERVICE

AUTO SERVICE, OCC

XASO 101 LIST EMPLOYMENT OUTLOOK FOR AUTO REPAIR PERSONNEL
XASO 104 FIND JOB IN AUTO SERVICE FIELD
XASO 404 STATE 3 REASONS WHY AUTO REPAIR BUSINESS IS IMPORTANT

EXIT, AUTO SERVICE

AUTO SERVICE, PHYS

XASP 101 USE PROPER LIFTING TECHNIQUES

EXIT, AUTO SERVICE

AUTO SERVICE, EQUIP

XASQ 100 IDENTIFY HAND TOOLS USED IN AUTO SERVICE
XASQ 200 DEMO PROPER USE OF HAND TOOLS
XASQ 201 DEMO PROPER USE OF FLOOR JACKS, SAFETY STANDS, FLOOR LIFT
XASQ 204 REPAIR TIRES
XASQ 205 ADJUST BACKUP LIGHT SWITCH

EXIT, AUTO SERVICE

AUTO SERVICE, EQUIP

XASQ 207 ADJUST HEADLIGHTS
XASQ 210 ADJUST/REPLACE NEUTRAL SAFETY SWITCH
XASQ 212 MAKE INTERNAL/EXTERNAL BAND ADJUSTMENTS
XASQ 213 FLUSH COOLING SYSTEM
XASQ 214 SERVICE THE TRANSMISSION FILTER

XASQ 216 ADJUST FLOOR LINKAGE & COLUMN TYPE
XASQ 218 ADJUST/REPLACE MODULATOR
XASQ 220 INSPECT/REPAIR AUTOMOTIVE TRANSMISSION COOLING SYSTEM LINES
XASQ 222 REPLACE AUTOMATIC TRANSMISSION COOLER (EXTERNAL TYPE)
XASQ 224 REPLACE TORQUE CONVERTER

XASQ 226 REPLACE FRONT PUMP SEAL & BUSHINGS
XASQ 228 CLEAN/VISUALLY INSPECT TRANSMISSION
XASQ 230 INSTALL PROPER OIL FILTER
XASQ 232 PERFORM MINOR TUNE-UP USING PORTABLE EQUIP
XASQ 401 DEMO PROPER USE OF AIR HOSE, GRINDER, & DRILL PRESS

XASQ 402 DEMO PROPER USE OF HYDRAULIC PRESS & HAND DRILL
XASQ 404 PERFORM OPERATIONAL BRAKE INSPECTION
XASQ 407 INSPECT/REPAIR/REPLACE WHEEL CYCLINDER
XASQ 410 INSPECT/REPAIR/REPLACE MASTER CYCLINDER
XASQ 413 INSPECT/REPAIR/REPLACE/ADJUST BRAKE SHOES

XASQ 415 REPLACE HYDRAULIC CONTROL VALVES
XASQ 417 INSPECT/REFINISH BRAKE DRUMS & ROTORS
XASQ 419 ADJUST/REPAIR/REBUILD/REPLACE CARBURETOR
XASQ 421 PERFORM OPERATIONAL INSPECTION & REPAIR OF EXHAUST EMIS SYS
XASQ 423 INSPECT/REPLACE/REPAIR FUEL PUMP & FUEL FILTERS

XASQ 425 REPAIR/REPLACE FUEL LINES & HOSES
XASQ 427 MEASURE FUEL FLOW & PRESSURE
XASQ 429 REPLACE GAS TANK SENDING UNIT
XASQ 431 REPAIR/REPLACE MANIFOLD HEAT CONTROL UNIT
XASQ 433 LEAK TEST SYSTEM

XASQ 435 EVACUATE AIR CONDITIONING SYSTEM
XASQ 437 INSPECT/RECHARGE SYSTEM WITH REFRIGERANT
XASQ 439 REPLACE DRIER IN AIR CONDITIONING UNITS
XASQ 441 REPLACE COMPRESSION SEAL IN O-RING
XASQ 443 REPLACE CONDENSER IN AIR CONDITIONING UNIT

XASQ 445 REPLACE EVAPORATOR IN AIR CONDITIONING UNIT
XASQ 447 REPLACE EVAPORATOR CONTROL VALVE DIAPHRAGM IN AC UNIT
XASQ 449 REPLACE AIR CONDITIONING FAN MOTOR
XASQ 451 REPAIR VACUUM CIRCUIT
XASQ 453 SERVICE ELECTRICAL CIRCUIT

EXIT, AUTO SERVICE

AUTO SERVICE, EQUIP

XASQ 455 SERVICE AIR CONDITIONING CONTROL CABLE
XASQ 457 SERVICE HEATER CONTROL COMPONENT
XASQ 459 REPLACE HEATER CORE
XASQ 460 REPLACE FLYWHEEL & FLYWHEEL RING GEAR
XASQ 461 CHECK COOLANT FREEZING POINT

XASQ 462 REPLACE MUFFLERS, TAIL PIPES, & EXHAUST MANIFOLDS
XASQ 463 PRESSURE TEST COOLING SYSTEM
XASQ 464 INSPECT/REPLACE DRIVE SHAFT U-JOINTS & CENTER BEARINGS
XASQ 465 REPLACE WATER PUMP
XASQ 467 REPLACE CORE PLUGS (FREEZE PLUGS)

XASQ 468 DIAGNOSE, SERVICE, REPAIR POWER STEERING SYSTEMS
XASQ 469 REPLACE RADIATOR & HEATER HOSES
XASQ 470 OVERHAUL DIFFERENTIAL ASSEMBLIES
XASQ 471 INSPECT/ADJUST/REPLACE FAN BELT
XASQ 472 OVERHAUL/REPLACE CLUTCH ASSEMBLY

XASQ 473 TEST OR REPLACE THERMOSTAT
XASQ 474 DIAGNOSE/REPAIR COOLING SYSTEM
XASQ 476 USE PRECISION TOOLS
XASQ 477 GRIND VALVES, INSPECT HEAD FOR WARPAGE, REPLACE VALVES
XASQ 478 OVERHAUL FRONT SUSPENSION SYSTEM

XASQ 479 REPLACE ENGINE MOUNTS
XASQ 480 OVERHAUL AUTOMATIC TRANSMISSION
XASQ 481 DISASSEMBLE ENGINE, CLEAN & INSPECT ENGINE PARTS
XASQ 482 REPLACE AUTOMATIC TRANSMISSION REAR EXTERNAL SEAL & BUSHING
XASQ 483 REPLACE OIL PUMP

XASQ 484 REPLACE AUTOMATIC TRANSMISSION
XASQ 485 REPLACE OIL PAN
XASQ 486 REPLACE/ADJUST FRONT DRIVE AXLE ASSEMBLY
XASQ 487 INSPECT EXHAUST SYSTEM
XASQ 488 REBUILD MANUAL TRANSMISSION

XASQ 489 REPLACE CAMSHAFT
XASQ 490 REPLACE MANUAL TRANSMISSION REAR SEAL, GASKET & BUSHING
XASQ 491 REPLACE PISTON
XASQ 492 REPLACE MANUAL TRANSMISSION
XASQ 493 REPLACE CLUTCH RELEASE BEARING

XASQ 494 REPLACE MECHANICAL TYPE CLUTCH
XASQ 495 REPLACE PILOT BEARING
XASQ 496 REPAIR HYDRAULIC TYPE CLUTCH
XASQ 497 REPLACE SPEEDOMETER CABLE & HOUSING
XASQ 498 REPLACE SPEEDOMETER DRIVE GEAR

EXIT, AUTO SERVICE

AUTO SERVICE, EQUIP

XASQ 499 REPLACE TRANSMISSION MOUNT
XASQ 500 IDENT MATERIALS USED IN ENGINE CONSTRUCTION
XASQ 501 SELECT PROPER SIZE OF BATTERY
XASQ 601 SERVICE BRAKE SHOES
XASQ 603 SERVICE/REPACK FRONT WHEEL BEARINGS

XASQ 605 SERVICE WHEEL CYLINDER
XASQ 607 BLEED BRAKES
XASQ 609 SERVICE BRAKE CALIPER ON DISC BRAKES
XASQ 611 SERVICE BRAKE LINES
XASQ 613 SERVICE MASTER CYLINDER

XASQ 615 TROUBLESHOOT BRAKE PROBLEMS
XASQ 617 SERVICE IGNITION COMPONENTS (POINT & CONDENSOR SYSTEM)
XASQ 619 SERVICE THE FUEL SYSTEM
XASQ 621 TROUBLESHOOT FUEL SYSTEM
XASQ 623 SERVICE THE BATTERY

XASQ 625 SERVICE THE STARTING SYSTEM
XASQ 627 SERVICE THE CHARGING SYSTEM
XASQ 629 SERVICE ELECTRONIC IGNITION
XASQ 631 TROUBLESHOOT THE ELECTRICAL SYSTEM
XASQ 633 SERVICE THE COOLING SYSTEM

XASQ 634 DEMO PROPER USE OF CARBURETOR CLEANER
XASQ 635 SERVICE THE FUEL INJECTION SYSTEM
XASQ 636 DEMO PROPER USE OF CLEANING TANK, STEAM CLEANER & ACID TANK
XASQ 637 SERVICE EMISSION CONTROL SYSTEMS
XASQ 639 PERFORM VISUAL INSPECTION OF SUSPENSION SYSTEM

XASQ 641 LUBRICATE FRONT END & REAR SUSPENSION
XASQ 643 CHECK MANUAL STEERING GEAR FLUID LEVEL
XASQ 645 REPLACE BELTS & ADJUST TENSION
XASQ 647 ADJUST WORM & SECTOR IN STEERING GEAR
XASQ 649 REPLACE MANUAL STEERING GEAR COMPONENTS

XASQ 651 INSPECT/ADJUST/REBUILD POWER STEERING UNIT
XASQ 653 REPAIR/REPLACE POWER STEERING PUMP
XASQ 655 SERVICE/REPLACE/TEST BATTERY CABLES & BATTERY BOX
XASQ 657 INSPECT CONTACT POINTS & CONDENSOR OF PRIMARY CIRCUIT
XASQ 659 INSPECT SECONDARY CIRCUIT LEAD WIRES & DISTRIBUTOR CAP

XASQ 660 INSPECT SECONDARY CIRCUIT ROTOR & MEASURE RESISTANCE
XASQ 661 ADJUST/REPLACE IGNITION POINTS & CONDENSOR
XASQ 663 CLEAN, GAP & TEST SPARK PLUGS
XASQ 665 LOCATE & REPAIR SHORT OR OPEN CIRCUIT IN WIRING
XASQ 667 REPAIR/REPLACE LIGHTING SYSTEM COMPONENTS

EXIT, AUTO SERVICE

AUTO SERVICE, EQUIP

XASQ 669 PERFORM OPERATIONAL INSPECTION OF LIGHTING SYSTEM
XASQ 671 REWIRE & TEST DASH UNIT
XASQ 673 REPLACE FLASH UNIT
XASQ 674 SELECT RADIATOR COOLERANT AND REPLACE
XASQ 675 CHECK OVERFLOW TANK

XASQ 677 INSPECT/REMOVE/REPLACE CLUTCH & ADJUST FREE TRAVEL
XASQ 679 LUBRICATE SPEEDOMETER CABLE & HOUSING
XASQ 801 ALIGN FRONT END
XASQ 803 BALANCE WHEELS
XASQ 805 SERVICE BRAKE DRUMS

XASQ 807 TURN ROTORS
XASQ 809 TEST ENGINE COMPRESSION
XASQ 811 TEST/ADJUST THE VOLTAGE REGULATOR
XASQ 813 USE AN ENGINE ANALYZER
XASQ 815 TEST FRONT END PARTS FOR WEAR

XASQ 817 SERVICE FRONT END PARTS
XASQ 819 CHECK FOR A VACUUM LEAK USING VACUUM GAUGE
XASQ 821 USE INFRARED (CARBURETOR SERVICE)
XASQ 823 SERVICE SHOCK ABSORBERS
XASQ 825 SERVICE ACCESSORY & BODY ELECTRIC CIRCUITS

XASQ 826 INSPECT/REPAIR/REPLACE FRONT SUSPENSION BALL JOINTS
XASQ 827 SERVICE LUBRICATING SYSTEM
XASQ 828 INSPECT/REPAIR/REPLACE FRONT SUSPENSION BUSHINGS
XASQ 829 INSPECT/REPAIR/REPLACE FRONT SUSPENSION CONTROL ARMS
XASQ 831 INSPECT/REPAIR/REPLACE SHOCK ABSORBERS & MOUNTING

XASQ 834 INSPECT/ADJUST/REPLACE TORSION BARS
XASQ 835 REBUSH KING PINS
XASQ 837 INSPECT/REPAIR/ADJUST REAR SUSPENSION SYSTEM
XASQ 838 INSPECT/REMOVE/REPAIR STEERING LINKAGE
XASQ 841 INSPECT/TEST/REPLACE IGNITION SWITCH OF PRIMARY CIRCUIT

XASQ 842 INSPECT/TEST/REPLACE RESISTOR WIRING & COIL OF PRIMARY CIRC
XASQ 843 CHARGE BATTERY USING CORRECT CHARGING RATES
XASQ 845 REPLACE IGNITION COIL OF PRIMARY CIRCUIT
XASQ 847 SET IGNITION TIMING
XASQ 849 REPLACE IGNITION SWITCH & RESISTOR

XASQ 850 ANALYZE/ADJUST ENGINE USING ENGINE ANALYZER & TEST EQUIP
XASQ 851 TEST/REPAIR TRANSISTOR IGNITION SYSTEMS
XASQ 855 ADJUST CAM DWELL
XASQ 857 REPLACE/ADJUST DISTRIBUTOR
XASQ 859 OVERHAUL & CALIBRATE DISTRIBUTOR

EXIT, AUTO SERVICE

AUTO SERVICE, EQUIP

XASQ 861 STROBE DISTRIBUTOR & MODIFY/CORRECT ADVANCE CURVES
XASQ 863 ANALYZE MALFUNCTIONS IN THE CRANKING SYSTEM
XASQ 865 REPLACE/REPAIR/TEST STARTER
XASQ 867 TEST/REPAIR/REPLACE SOLENOID
XASQ 869 REPLACE/TEST/REPAIR SWITCHES

XASQ 871 INSPECT/REPAIR/TEST WINDSHEILD WIPER MOTOR, BLADES, & ARMS
XASQ 872 REPLACE CRANKSHAFT & MAIN BEARINGS,CONNECTING RODS&BEARINGS
XASQ 873 REPAIR/REPLACE CHARGING SYSTEM REGULATOR
XASQ 875 EVALUATE ALTERNATOR/GENERATOR OUTPUT
XASQ 877 REPAIR/REPLACE GENERATOR/ALTERNATOR

XASQ 879 TEST/REPLACE/REPAIR CRUISE CONTROL UNIT
XASQ 880 REMOVE ENGINE FROM VEHICLE
XASQ 881 DIAGNOSE AIR CONDITIONING MALFUNCTIONS
XASQ 883 DIAGNOSE HEATING SYSTEM MALFUNCTIONS
XASQ 885 PERFORM CYCLINDER COMPRESSION TEST, BALANCE & LEAKAGE TEST

XASQ 887 DIAGNOSE VALVE TRAIN & HEAD MALFUNCTION
XASQ 888 TEST CRANK CASE VENTILATION
XASQ 889 ADJUST VALVES
XASQ 890 OVERHAUL GASOLINE ENGINE #1 WITHOUT DIRECTION
XASQ 891 PERFORM OPERATIONAL INSPECTION OF ENGINE LUBRCATION SYSTEM

XASQ 892 COMPLETE AUTOMOTIVE ELECTRIC SYSTEM COMPONENT REPAIR
XASQ 893 DIAGNOSE STARTING/CHARGING SYSTEMS
XASQ 894 ADJUST EXTERNAL SHIFT LINKAGE ON MANUAL TRANSMISSION
XASQ 895 PERFORM OPERATIONAL TEST ON AUTOMATIC TRANSMISSION
XASQ 896 PERFORM OPERATIONAL INSPECTIONS OF POSITIVE CRANKCASE VENTI

XASQ 897 TEST MANUAL TRANSMISSION OPERATION
XASQ 898 PERFORM MAJOR TUNE-UP USINCEJKHHMWGKTA$$$$$$$$$$$$$$$$$$$$
XASQ 899 PERFORM COMPLETE FRONT END ALIGNMENT

EXIT, ACCOUNTING

ACCOUNTING COMM

XATC 101 LIST PRINCIPLES OF DEBIT/CREDIT
XATC 301 LIST JOURNAL TRANS FOR SINGLE PROPRIETOR, PARTNERSHIP, CORP
XATC 304 LIST ACC'T PROCEDURES FOR UNCOLLECTIBLE ACCOUNTS
XATC 307 LIST ACCOUNTING PROCEDURES FOR PLANT ASSETS
XATC 310 LIST ACCOUNTING PROCEDURES FOR ACCOUNTING ON A CASH BASIS

EXIT, ACCOUNTING

ACCOUNTING COMM

XATC 313 LIST ACCOUNTING PROCEDURES FOR PREPAID/ACCRUED ITEMS
XATC 316 LIST ACCOUNTING PROCEDURES FOR BUDGETARY PLANNING & CONTROL
XATC 319 LIST PROCEDURES OF DEPART'LD ACCT'G:PURCHASES/CASH PAY CLER
XATC 322 LIST PROCED'S OF DEPARTMNTLZD ACC'T:INVENTORY CONTROL CLERK
XATC 325 LIST PROCED'S OF DEPART'LD ACCT'G:SALES/CASH PAYMENT CLERK

XATC 328 LIST PROCEDURES OF DEPARTMENTALIZED ACCT'G:PAYROLL CLERK
XATC 331 LIST PROCEDURES OF DEPARTMNTLD ACC'T:VOUCHER SYSTEM CLERK
XATC 334 SUMMARIZE PROCEDURES PERFORMED BY COST ACCOUNTING CLERK
XATC 337 SUMMARIZE AUTOMATED ACCOUNTING:CODING CLERK
XATC 340 LIST ACCOUNTING PROCEDURES FOR MANAGEMENT DECISIONS

XATC 343 LIST PROCEDURES FOR ANALYSES OF FINANCIAL STATEMENTS
XATC 346 LIST ACC'T PROCED'S FOR STATEM OF CHANGES IN FINC POSITION

EXIT, ACCOUNTING

ACCOUNTING MATH

XATM 101 REPRODUCE THE ACCOUNT EQUATION
XATM 104 POST LEDGER FOR SINGLE PROPRIETOR, PARTNERSHIP, CORPORATION
XATM 107 PREPARE ACCT'G WORKSHEET FOR SINGLE PROPRIETOR,PARTNSP,CORP
XATM 110 PREPARE END OF PERIOD STATEMENTS FOR PROP'TR,PARTNSP, CORP

EXIT, BOAT HULL

BOAT HULL, BEH

XBHB 101 WORK WITH NO SUPERVISION
XBHB 104 DEMO PERSONAL SAFETY RULES
XBHB 107 COOPERATE WITH FELLOW WORKERS
XBHB 110 MAINTAIN PROPER HAIR LENGTH/TIE HAIR BACK
XBHB 113 COOPERATE WITH TEACHER/EMPLOYER

XBHB 116 DEMONSTRATE CONSIDERATION OF OTHERS
XBHB 119 DEMO ABILITY TO BE RELIABLE & TRUSTWORTHY
XBHB 122 DEMO PERSONAL-SOCIAL TRAITS ESSENTIAL FOR SUCCESSFUL WORKER
XBHB 125 WEAR THE PROPER CLOTHING FOR JOB/SCHOOL

EXIT, BOAT HULL

BOAT HULL, PHYS

XBHP 301 PRIME & BLOCK SAND AN AREA TO BE SPRAYED
XBHP 304 DEMO HOW TO PREPARE A SURFACE FOR A PAINT JOB
XBHP 401 USE LIFTING TECHNIQUES APPROPRIATE FOR LIFTING HEAVY OBJECT
XBHP 801 DEMO PROPER USE OF AIR & ELECTRIC GANTRY CRANES

EXIT, BOAT HULL

BOAT HULL, EQUIP

XBHQ 200 USE HAND TOOLS SAFELY
XBHQ 400 USE POWER TOOLS SAFELY
XBHQ 600 USE MATERIALS OF TRAINING FIELD
XBHQ 601 DEMO HOW TO MIX ACRYLIC ENAMEL & REDUCER FOR SPRAYING
XBHQ 604 REPAIR A CRACK IN A FIBERGLASS PANEL

XBHQ 607 REPAIR A HOLE IN A FIBERGLASS PANEL
XBHQ 610 DEMO HOW TO REMOVE MASKING TAPE
XBHQ 613 DEMO HOW TO MIX METAL FLAKE & LACQUER
XBHQ 616 USE PRESSURE WASHER PROPERLY
XBHQ 800 USE EQUIPMENT SAFELY

XBHQ 801 DEMO PROPER USE OF AIR & ELECTRIC GANTRY CRANES
XBHQ 804 DEMO PROPER USE OF AIR HOSES, GRINDER, DA, DRILL & PRESS
XBHQ 807 SPRAY PAINT A COMPLETE BOAT
XBHQ 810 CHEMICALLY CLEAN, BLOW DRY & MASK AREA
XBHQ 813 DEMO HOW TO APPLY AN ACRYLIC LACQUER

EXIT, BOAT HULL

BOAT HULL, EQUIP

XBHQ 816 DEMO HOW TO SPRAY ACRYLIC ENAMEL
XBHQ 819 DEMO THE DIFFERENT SPRAY GUN ADJUSTMENTS
XBHQ 822 DEMO THE STEPS IN USING A SPRAY GUN
XBHQ 825 DEMO HOW TO REFINISH A COMPLETE PANEL
XBHQ 828 DEMO HOW TO CLEAN A SPRAY GUN

XBHQ 834 DEMO WHAT TO DO IF SPRAY GUN DOES NOT WORK
XBHQ 837 APPLY METAL FLAKE & LACQUER
XBHQ 840 SPRAY PAINT IMRON

EXIT, BLDG/COM MATN

BLDG/COMM, BEH

XBMB 101 REPORT TO SCHOOL/WORK 90% OF TIME
XBMB 104 BE PUNCTUAL 90% OF THE TIME
XBMB 107 BATHE DAILY
XBMB 110 USE DEODORANT DAILY
XBMB 113 WEAR CLOTHING APPROPRIATE FOR WORK

XBMB 201 GET ALONG WITH FELLOW WORKERS
XBMB 204 POSSESS A POSITIVE ATTITUDE TOWARD WORK
XBMB 207 WEAR SHOES APPROPRIATE FOR TASKS INVOLVED
XBMB 210 GET ALONG WITH SUPERVISOR

EXIT, BLDG/COM MATN

BLDG/COMM, COMM

XBMC 101 READ/FOLLOW WORK ORDER
XBMC 107 READ ELECTRICAL SERVICE MANUALS
XBMC 110 READ BLUEPRINTS
XBMC 113 KNOW VOCABULARY TERMS RELATED TO DUST MOPPING
XBMC 116 KNOW VOCABULARY TERMS RELATED TO WET MOPPING

XBMC 119 READ DIRECTIONS ON CLEANING AGENTS
XBMC 122 INTERPRET CLEANING AGENT INSTRUCTIONS INTO USEABLE INFO
XBMC 125 READ SIMPLE "STANDARD DILUTION" TABLE
XBMC 128 DISTINGUISH WHICH CLEANING AGENT TO USE FOR DIFFERENT TASKS
XBMC 131 KNOW DIFFERENCE BETWEEN MULTI- & SINGLE CHEMICAL METHODS

EXIT, BLDG/COM MATN

BLDG/COMM, COMM

XBMC 134 KNOW VOCABULARY TERMS RELATED TO CLEANING AGENTS
XBMC 137 KNOW VOCABULARY TERMS RELATED TO WASH ROOM CLEANING
XBMC 140 KNOW VOCABULARY TERMS RELATED TO ROTARY FLOOR MACHINES
XBMC 143 KNOW VOCABULARY TERMS RELATED TO CARPET MAINTENANCE
XBMC 146 KNOW VOCABULARY TERMS RELATED TO AUTOMATIC SCRUBBER

XBMC 149 KNOW VOCABULARY TERMS RELATED TO THE WET DRY VACUUM
XBMC 152 KNOW VOCABULARY TERMS RELATED TO APPLYING FLOOR FINISH
XBMC 401 STATE PROCEDURES TO USE FOR SCRUBBING & STRIPPING SOLUTIONS

EXIT, BLDG/COM MATN

BLDG/COMM, MATH

XBMM 101 MULTIPLY & DIVIDE WHOLE NUMBERS
XBMM 104 MULTIPLY & DIVIDE FRACTIONS
XBMM 201 MEASURE LIQUIDS ACCURATELY

EXIT, BLDG/COM MATN

BLDG/COMM, OCCUP

XBMO 101 IDENTIFY JOBS IN FIELD
XBMO 104 APPLY FOR JOBS IN FIELD
XBMO 107 INTERVIEW FOR JOBS IN FIELD

EXIT, BLDG/COM MATN

BLDG/COMM, EQUIP

XBMQ 200 WORK SAFELY WITH HAND TOOLS
XBMQ 201 UNCLOG WASTE LINE
XBMQ 204 FIX LEAKS IN PLUMBING
XBMQ 207 REPAIR GLASS IN THE BUILDING & WINDOWS
XBMQ 210 FIX PIPES

XBMQ 213 REHANG DOOR
XBMQ 216 REPAIR DOOR LOCKERS
XBMQ 219 REPAIR/REPLACE PANIC BAR ON DOOR
XBMQ 222 ADJUST & REPAIR AUTOMATIC DOOR CLOSERS
XBMQ 225 ADJUST DOOR THRESHOLD

EXIT, BLDG/COM MATN

BLDG/COMM, EQUIP

XBMQ 228 LAY BLOCK
XBMQ 231 CUT BRICK
XBMQ 234 LAY BRICK
XBMQ 236 PATCH SIDEWALKS
XBMQ 237 PLANT TREES & MAINTAIN THEM

XBMQ 240 PREPARE DUST MOP PRIOR TO USING IT
XBMQ 243 SWEEP FLOORS
XBMQ 246 USE NON-MECHANICAL TOOLS FOR LAWN MAINTENANCE
XBMQ 400 WORK SAFELY WITH ELECTRICAL TOOLS
XBMQ 401 CUT BLOCK

XBMQ 404 TRIM & SHAPE SHRUBBERY
XBMQ 601 WORK SAFELY WITH LADDERS
XBMQ 604 RESET BREAKERS
XBMQ 607 REPLACE LIGHT BULBS
XBMQ 610 REPLACE BALAST

XBMQ 613 REPLACE LIGHT SWITCHES & RECEPTACLES
XBMQ 616 REMOVE/REPLACE/CLEAN FILTERS
XBMQ 619 REPLACE FUSES IN HEATING SYSTEMS
XBMQ 622 REPLACE RELAY SWITCHES IN HEATERS
XBMQ 625 LUBRICATE ELECTRIC MOTORS IN HEATERS

XBMQ 628 REPAIR DRAIN SYSTEMS
XBMQ 631 REPAIR TOILET FLUSH MECHANISM
XBMQ 634 REPLACE THE FAN BELTS ON HEATER MOTORS
XBMQ 637 LUBRICATE EXHAUST FANS
XBMQ 640 REPLACE FAN BELTS IN EXHAUST FANS

XBMQ 643 WORK WITH PVC
XBMQ 646 WORK WITH GALVANIZED PIPE
XBMQ 649 WORK WITH COPPER PIPE
XBMQ 652 MIX MORTAR & CEMENT
XBMQ 655 USE APPROPRIATE PAINTS WHERE APPLICABLE

XBMQ 658 USE BRUSHES
XBMQ 661 USE ROLLER
XBMQ 664 CLEAN UP ALL MATERIALS USED IN PAINTING
XBMQ 667 DEMO PROPER MOTION/MOVEMENT OF MOP IN DESIRED AREA
XBMQ 670 USE WRINGER BUCKET APPARATUS PROPERLY

XBMQ 673 KEEP CASTERS ON WRINGER BUCKET LUBRICATED
XBMQ 676 DEMO WHEN TO USE 3, 2, & 1 BUCKET STRENGTH
XBMQ 679 DISTINGUISH BETWEEN WHEN TO WET MOP & DRY MOP
XBMQ 682 DEMO USE OF THE FIGURE 8 & CUT-IN MOPPING
XBMQ 685 DEMO OVERLAPPING PROCEDURES IN MOPPING

EXIT, BLDG/COM MATN

BLDG/COMM, EQUIP

XBMQ 688 MIX SOLUTIONS PROPERLY
XBMQ 689 CLEAN WASH BASINS
XBMQ 690 CLEAN MIRRORS
XBMQ 691 CLEAN TOILETS & URINALS
XBMQ 692 FILL TOWEL DISPENSERS PROPERLY

XBMQ 693 CLEAN METAL SURFACES
XBMQ 694 WASH WALLS
XBMQ 695 EMPTY TRASH CONTAINERS USING TRASH BAGS
XBMQ 697 APPLY FLOOR FINISH, SUCH AS WAX, PROPERLY
XBMQ 801 WORK SAFELY WITH MOWERS

XBMQ 804 CUT & THREAD PIPE
XBMQ 807 OPERATE TRACTOR MOWER & BLADE SAFELY
XBMQ 810 USE PAIN SPRAYER
XBMQ 813 REPAIR CALCULATORS
XBMQ 816 REPAIR ADDING MACHINES

XBMQ 819 REPAIR DITTO MASTERS
XBMQ 822 REPAIR TYPEWRITERS
XBMQ 825 REPAIR PHOTO COPIER
XBMQ 828 REPAIR VENDING MACHINES
XBMQ 831 REPAIR ELECTRIC CLOCKS

XBMQ 834 REPAIR DISPOSALS
XBMQ 837 REPAIR TOASTERS
XBMQ 840 REPAIR RECORD PLAYERS
XBMQ 843 REPAIR CAN OPENERS
XBMQ 846 REPAIR PROJECTORS

XBMQ 849 REPAIR TAPE RECORDERS
XBMQ 852 REPAIR POPCORN POPPER
XBMQ 855 REPAIR COFFEE POTS
XBMQ 858 ADJUST EXHAUST FANS
XBMQ 861 APPLY HERBICIDES

XBMQ 864 MOW GRASS
XBMQ 865 RAKE GRASS
XBMQ 867 SEED GRASS
XBMQ 868 FERTILIZE GRASS
XBMQ 870 DEMO PROPER STORAGE KNOWLEDGE

XBMQ 873 DEMO PROPER LAUNDERING METHODS
XBMQ 876 OPERATE ROTARY FLOOR MACHINE ON VINYL & SIMILAR FLOORING
XBMQ 879 OPER'ROTARY FLOOR MACHINE WITH BONNETS FOR CLEANING CARPETS
XBMQ 882 OPERATE ROTARY FLOOR MACHINE TO BUFF
XBMQ 885 OPERATE WET DRY VACUUM MACHINE

EXIT, BLDG/COM MATN

BLDG/COMM, EQUIP

XBMQ 888 USE POWER LAWN TOOLS

EXIT, BUS & OFFICE

BUS & OFF, BEH

XBOB 101 SET PRIORITIES
XBOB 104 ARRANGE WORK AREA FOR MOST EFFICIENT PRODUCTION
XBOB 107 EXERCISE BASIC GROOMING NEEDS
XBOB 110 DEVELOP PRIDE IN ONE'S WORK
XBOB 112 ORGANIZE ONE'S TIME EFFICIENTLY

XBOB 114 MODEL GOOD POSTURE & POISE
XBOB 117 PRACTICE GOOD HEALTH HABITS
XBOB 120 USE TIME EFFECTIVELY
XBOB 201 MEET THE PUBLIC WITH A SMILE
XBOB 204 IDENT PROCEDURES FOR WORKING WITH CUSTOMERS

XBOB 207 IDENT PROCEDURES FOR SETTING UP & PROCESSING CUSTOMERS
XBOB 210 GET ALONG WELL WITH PEERS
XBOB 213 ACCEPT SUPERVISION
XBOB 216 WORK AS A TEAM MEMBER

EXIT, BUS & OFFICE

BUS & OFF, COMM

XBOC 101 REFER TO WRITTEN NOTES TO COMPLETE TASKS
XBOC 104 USE OFFICE REFERENCE MANUAL APPROPRIATELY
XBOC 107 PROOFREAD & VERIFY WORK
XBOC 110 USE OFFICE REFERENCE MANUAL TO LOOK UP OFFICE PRINCIPLES
XBOC 113 USE OFFICE REFERENCE MANUAL TO LOOK UP COMPOSITION PRINCIPL

XBOC 201 FOLLOW ORAL DIRECTIONS
XBOC 204 LISTEN TO SUPERVISOR
XBOC 207 DEFINE MANUFACTURING SYSTEMS TERMINOLOGY
XBOC 301 PREPARE JOB TRAINING OUTLINE OR MANUAL
XBOC 303 DRAW CHART INDICATING DEPTS & THEIR RELATIONSHIP TO WORKFLO

XBOC 305 USE CORRECT GRAMMAR
XBOC 306 USE CORRECT PUNCTUATION
XBOC 307 USE CORRECT LANGUAGE TERMS HHHHHHHH
XBOC 309 FOLLOW WRITTEN DIRECTIONS
XBOC 312 TAKE NOTES WHEN SUPERVISOR IS EXPLAINING TASKS

EXIT, BUS & OFFICE

BUS & OFF, COMM

XBOC 315 HYPHENATE WORDS ACCORDING TO RULES
XBOC 321 SCHEDULE APPOINTMENTS
XBOC 324 SCHEDULE MEETINGS
XBOC 327 SCHEDULE TRAVEL
XBOC 330 COMPOSE BUSINESS LETTERS

XBOC 401 ASK APPROPRIATE QUESTIONS CONCERNING JOB
XBOC 404 ANSWER BUSINESS TELEPHONE PROPERLY
XBOC 407 TAKE TELEPHONE MESSAGE ACCURATELY
XBOC 410 USE RECEPTION SKILLS TO GREET PEOPLE
XBOC 413 USE RECEPTION SKILLS TO MAKE APPOINTMENTS

XBOC 416 GIVE ASSISTANCE TO TELEPHONE CALLERS
XBOC 419 DESCRIBE GENERAL OPERATIONS OF EACH DEPARTMENT

EXIT, BUS & OFFICE

BUS & OFF, MATH

XBOM 101 ADD, SUBTRACT, MULTIPLY & DIVIDE BY WHOLE NUMBERS
XBOM 104 ADD, SUBTRACT, MULTIPLY & DIVIDE FRACTIONS
XBOM 107 ADD, SUBTRACT, MULTIPLY, & DIVIDE DECIMALS
XBOM 110 COMPUTE PAYROLL
XBOM 113 PROCESS INVOICE EXTENSIONS

XBOM 116 COMPUTE INTEREST ON ACCOUNTS
XBOM 119 DO INVENTORY CONTROL
XBOM 122 KEEP ACCURATE RECORDS
XBOM 123 KEEP NEAT RECORDS
XBOM 125 LOCATE BOOKKEEPING ERRORS

XBOM 128 PREPARE BUDGET
XBOM 131 LIST EXPENSES
XBOM 134 ESTABLISH FINANCIAL GOALS
XBOM 137 EVALUATE MONEY MANAGEMENT

EXIT, BUS & OFFICE

BUS & OFF, OCCUP

XBOO 101 MAKE JOB SELECTION
XBOO 104 COMPLETE AN APPLICATION FORM
XBOO 107 TYPE A PERSONAL LETTER OF APPLICATION
XBOO 110 TYPE A PERSONAL DATA SHEET
XBOO 113 PREPARE A RESUME

EXIT, BUS & OFFICE

BUS & OFF, OCCUP

XBOO 116 USE PERSONAL INTERVIEW SKILLS

EXIT, BUS & OFFICE

BUS & OFF, PHYS

XBOP 301 POSSESS GOOD FINGER DEXTERITY

EXIT, BUS & OFFICE

BUS & OFF, EQUIP

XBOQ 318 COMPOSE BUSINESS LETTERS
XBOQ 601 UNDERSTAND DIFFERENT MAILING SYSTEMS
XBOQ 603 PROCESS INCOMING MAIL
XBOQ 605 MAKE CASH PAYMENTS
XBOQ 607 WRITE CHECKS & STUBS

XBOQ 610 COMPLETE SIMPLE TAX FORM
XBOQ 613 SET UP & MAINTAIN PETTY CASH
XBOQ 616 MAKE NEAT CORRECTIONS USING CORRECTION FLUIDS
XBOQ 617 MAKE NEAT CORRECTIONS IN USING ERASURES
XBOQ 620 USE JUDGEMENT IN ARRANGING & TYP.NG BUSINESS DOCUMENTS

XBOQ 621 USE REFERENCE MANUAL IN ARRANGING & TYPING BUSINESS DOCUMEN
XBOQ 622 FILE MATERIAL USING THE ALPHABETICAL SYSTEM
XBOQ 623 FIND MATERIAL USING THE ALPHABETICAL SYSTEM
XBOQ 624 FILE MATERIAL USING THE SUBJECT FILING SYSTEM
XBOQ 625 FIND MATERIAL USING THE SUBJECT FILING SYSTEM

XBOQ 626 FILE MATERIAL USING THE NUMERIC SYSTEM
XBOQ 627 FIND MATERIAL USING THE NUMERIC SYSTEM
XBOQ 628 FILE MATERIAL USING THE GEOGRAPHIC SYSTEM
XBOQ 629 FIND MATERIAL USING THE GEOGRAPHIC SYSTEM
XBOQ 630 USE FILING EQUIPMENT & SUPPLIES

XBOQ 631 PREPARE MATERIAL FOR FILING
XBOQ 632 FIND MISFILED DOCUMENTS
XBOQ 633 KEEP CALENDAR UP TO DATE
XBOQ 635 RETRIEVE MATERIALS
XBOQ 636 PREPARE OUTGOING MAIL

EXIT, BUS & OFFICE

BUS & OFF, EQUIP

XBOQ 639 TRANSCRIBE BUSINESS LETTERS & DOCUMENTS
XBOQ 801 TYPE DITTO MASTERS
XBOQ 802 TYPE MAILABLE PERSONAL & BUSINESS LETTERS
XBOQ 803 TYPE MAILABLE MEMORANDUMS
XBOQ 804 TYPE MAILABLE REPORTS

XBOQ 805 TYPE MAILABLE NUMERIC COMMUNICATIONS
XBOQ 806 TYPE MAILABLE LETTERS FROM OFFICE STYLE DICTATION
XBOQ 807 TYPE MAILABLE MANUSCRIPTS
XBOQ 808 TYPE MAILABLE MATERIALS DIRECTLY FROM DICTATION MACHINE
XBOQ 809 TYPE MAILABLE TABULATION

XBOQ 810 TYPE MAILABLE TABLES
XBOQ 811 TYPE MAILABLE SALES/PURCHASING TYPING
XBOQ 812 TYPE MAILABLE OUTLINES
XBOQ 813 TYPE MAILABLE FINANCE STATEMENTS
XBOQ 814 TYPE MAILABLE EXECUTIVE OFFICE MATERIALS

XBOQ 815 TYPE INSURANCE OFFICE TYPING
XBOQ 816 TYPE MAILABLE MEDICAL INFORMATION
XBOQ 817 TYPE MAILABLE LEGAL OFFICE FORMS & INFORMATION
XBOQ 818 TYPE MAILABLE TECHNICAL MATERIALS
XBOQ 819 OPERATE & CARE FOR A MEMORY TYPEWRITER

XBOQ 820 TYPE ITINERARIES
XBOQ 821 MAKE NEAT CORRECTIONS ON PAPER WITH CORRECTION TAPE
XBOQ 822 TAKE PRACTICE DICTATION FROM MACHINE
XBOQ 823 TYPE TRAVEL EXPENSE REPORTS
XBOQ 824 MAKE TRAVEL ARRANGEMENTS

XBOQ 825 MAKE NEAT CORRECTIONS ON PAPER WITH CORRECTION PAPER
XBOQ 826 MAKE NEAT CORRECTIONS ON PAPER WITH CORRECTING TYPEWRITER
XBOQ 835 OPERATE & CLEAN MIMEOGRAPH MACHINE
XBOQ 836 OPERATE SPIRIT DITTO MACHINE
XBOQ 842 TRANSFER CALLS

XBOQ 844 USE 6-BUTTON PHONE
XBOQ 846 OPERATE & CLEAN STENCIL MAKER
XBOQ 848 USE TELEPHONE COURTEOUSLY & EFFECTIVELY
XBOQ 849 MANAGE OFFICE RECORDS
XBOQ 850 USE WORD PROCESSORS

XBOQ 851 OPERATE THE 10-KEY ELECTRONIC CALCULATOR BY TOUCH CONTROL
XBOQ 852 USE COMPUTERS WITH SOFTWARE FOR WORD PROCESSING
XBOQ 853 USE ADDING MACHINES TO SOLVE BUSINESS PROBLEMS
XBOQ 856 RECEIVE & PLACE CALLS

EXIT, BOAT POWER

BOAT POWER, BEH

XBPB 100 COOPERATE WITH EMPLOYERS
XBPB 101 WORK WITH NO SUPERVISION
XBPB 104 WORK WITH LITTLE SUPERVISION
XBPB 107 DEMONSTRATE CONSIDERATION OF OTHERS
XBPB 110 BE RELIABLE & TRUSTWORTHY

XBPB 113 COOPERATE WITH FELLOW WORKERS
XBPB 116 COOPERATE WITH EMPLOYERS/TEACHERS
XBPB 119 MAINTAIN PROPER HAIR LENGTH/TIE BACK IF NEEDED
XBPB 122 WEAR CLOTHING APPROPRIATE FOR WORK

EXIT, BOAT POWER

BOAT POWER, PHYS

XBPP 401 LIFT HEAVY OBJECTS PROPERLY

EXIT, BOAT POWER

BOAT POWER, EQUIP

XBPQ 201 SERVICE/REPLACE TEST BATTERY CABLES & BATTERY BOX
XBPQ 204 DRAIN/REFILL CRANKCASE
XBPQ 207 DRAIN & REFILL TRANSMISSION & REVERSE BOX
XBPQ 210 REPLACE SPARK PLUGS
XBPQ 213 REMOVE & CLEAN FUEL BOWL

XBPQ 216 REPAIR/REPLACE FUEL LINES
XBPQ 219 ADJUST/REPAIR/REPLACE/REBUILD CARBURETOR
XBPQ 222 ADJUST/REPAIR/REPLACE FUEL PUMP & FUEL FILTERS
XBPQ 225 REPLACE ZINC ANTI-ELECTROLYSIS PLATE
XBPQ 401 ADJUST VALVE LASH

XBPQ 404 REPLACE/ADJUST DISTRIBUTOR
XBPQ 407 REPLACE GAS TANK SENDING UNIT
XBPQ 410 USE DRILLS PROPERLY
XBPQ 413 USE AIR HOSES PROPERLY
XBPQ 416 USE GRINDER PROPERLY

XBPQ 419 USE PRESS PROPERLY
XBPQ 422 REPLACE RUBBER BELLOWS
XBPQ 601 INSPECT SECONDARY ELECTRIC CIRCUIT
XBPQ 604 INSPECT CHARGING SYSTEM
XBPQ 607 CHECK ALL GROUND CONNECTIONS

EXIT, BOAT POWER

BOAT POWER, EQUIP

XBPQ 610 CHECK ALL ELECTRICAL CONNECTIONS
XBPQ 613 LUBRICATE STARTING MOTOR
XBPQ 616 DRAIN/REFILL VERTICAL DRIVE GEARBOX
XBPQ 619 FILL GEARCASE TO PROPER LEVEL
XBPQ 622 DRAIN/FLUSH GEARCASE

XBPQ 625 CHECK PROPELLER SHAFT & ENGINE COUPLING ALIGNMENT
XBPQ 628 CLEAN & GAP SPARK PLUGS
XBPQ 631 CHECK CONDITION & SETTING OF IGNITION & BREAKER POINTS
XBPQ 634 CHECK FUEL LINES & FITTINGS
XBPQ 637 REPLACE IGNITION BREAKER POINT

XBPQ 640 LUBRICATE DISTRIBUTOR
XBPQ 643 LUBRICATE ALL CARBURETOR LINKAGES
XBPQ 646 CHECK & LUBRICATE ALL STEERING CONNECTIONS
XBPQ 649 CHECK & LUBRICATE ALL STEERING CONTROL LINKAGES
XBPQ 652 CHECK CONDITIONS OF ALL WATER LINES

XBPQ 655 INSPECT RUBBER BELLOWS FOR LEAKS
XBPQ 658 LUBRICATE ALL GREASE FITTINGS
XBPQ 661 USE PRESSURE WASHER & CARBURETOR CLEANER PROPERLY
XBPQ 664 CHECK WATER PUMP
XBPQ 667 CHECK PROPELLER FOR CONDITION

XBPQ 670 CHECK PROPELLER PITCH
XBPQ 673 CHECK CONDITION OF ZINC ANTI-ELECTROLYSIS PLATE
XBPQ 800 USE EQUIPMENT OF TRAINING FIELD
XBPQ 801 CHECK IGNITION TIMING
XBPQ 804 INSPECT/TEST/REPLACE IGNITION SWITH

XBPQ 807 INSPECT/TEST/REPLACE COIL OF PRIMARY CIRCUIT
XBPQ 810 INSPECT/TEST/REPLACE RESISTOR WIRING
XBPQ 813 TEST/REPAIR TRANSISTOR IGNITION SYSTEM
XBPQ 816 INSPECT CONTACT POINTS & CONDENSOR OF PRIMARY CIRCUIT
XBPQ 819 MAINTAIN/REPAIR ELECTRICAL SYSTEM

XBPQ 822 MAIN/REPAIR FUEL SYSTEMS
XBPQ 825 REPAIR CHARGING SYSTEM
XBPQ 828 ALIGN PROPELLER SHAFT & ENGINE COUPLING
XBPQ 831 CHECK PROPELLER SHAFT STUFFING BOX
XBPQ 834 CHECK STRUT BEARING

XBPQ 837 REBUILD OUT DRIVE
XBPQ 840 MEASURE FUEL FLOW & PRESSURE
XBPQ 843 CHECK ALL THROUGH-HULL FITTINGS
XBPQ 846 USE AIR & ELECTRIC GANTRY CRANE SAFELY

EXIT, BUILDING TRAD

BLDG TRADES, BEH

XBTB 101 WORK EFFECTIVELY WITH CO-WORKERS

EXIT, BUILDING TRAD

BLDG TRADES, COMM

XBTC 101 READ & INTERPRET BLUEPRINTS
XBTC 103 FOLLOW MULTI-STEP DIRECTIONS--A MINIMUM OF FOUR
XBTC 105 DEFINE PLATFORM FRAMING
XBTC 107 KNOW VOCABULARY TERMS OF BUILDING TRADES
XBTC 401 STATE USES OF DEVICES SUCH AS NAILS, SCREWS, GLUE

XBTC 403 USE TELEPHONE TO ORDER MATERIALS
XBTC 405 STATE USES OF PAINT, VARNISH & STAINS
XBTC 407 STATE SPACE & STRUCTURAL REQUIREMENTS FOR PLUMBING FIXTURES
XBTC 409 STATE SPACE & STRUCTURAL REQUREM'TS FOR HEATING & AC SYSTEM
XBTC 411 STATE USE OF PLUMBING FIXTURES

EXIT, BUILDING TRAD

BLDG TRADES, MATH

XBTM 101 CALCULATE SAFE LOADS FOR GIRDERS
XBTM 104 CALCULATE BOARD FEET OF MATERIALS
XBTM 107 CALCULATE SQUARE FEET OF MATERIALS
XBTM 110 ABIDE BY AREA BUILDING CODES
XBTM 113 CALCULATE LOAD REQUIREMENTS ON ROADS

XBTM 116 PREPARE BILL OF MATERIALS
XBTM 119 READ A RULER TO THE 1/16TH OF AN INCH
XBTM 122 CALCULATE MEASUREMENTS OF RAFTERS

EXIT, BUILDING TRAD

BLDG TRADES, PHY

XBTP 401 BALANCE ON A 2' X4' ABOVE GROUND
XBTP 403 NAIL FLOOR JOIST
XBTP 405 NAIL SUBFLOORING
XBTP 407 NAIL WALL SHEATHING
XBTP 410 DRIVE A NAIL EFFECTIVELY

EXIT, BUILDING TRAD

BLDG TRADES, PHY

XBTP 413 USE A LADDER SAFELY
XBTP 416 SAFELY MANEUVER ON SKELETON OF HOUSE

EXIT, BUILDING TRAD

BLDG TRADES, EQUIP

XBTQ 200 DEMO SAFE USE OF HAND TOOLS
XBTQ 201 DEMO SAFE USE OF CHISELS
XBTQ 203 DEMO SAFE USE OF KNIVES
XBTQ 205 DEMO SAFE USE OF PLANES
XBTQ 400 DEMO SAFE USE OF POWER TOOLS

XBTQ 401 DEMO SAFE USE OF DRILLS
XBTQ 404 DEMO SAFE USE OF CIRCULAR SAW
XBTQ 405 DEMO SAFE USE OF ROUTER
XBTQ 407 CHECK POWER HAND TOOLS FOR ELECTRICAL SHORTS
XBTQ 409 RECOGNIZE ELECTRICAL HAZARDS

XBTQ 501 IDENT VARIOUS TYPES OF WALL & CEILING INSULATION
XBTQ 504 IDENT SPECIFIC CHARACTERISTICS OF VARIOUS TYPES OF LUMBER
XBTQ 507 IDENT TYPES & GRADES OF PLYWOOD
XBTQ 509 IDENT COPPER TUBING & FITTINGS
XBTQ 511 IDENT PLASTIC PIPES & FITINGS

XBTQ 601 WORK OFF LADDERS & SCAFFOLDS SAFELY
XBTQ 603 USE A COMBINATION SQUARE
XBTQ 607 LAY OUT TOP & BOTTOM PLACES OR STUDDING
XBTQ 609 LAY OUT THE FLOOR JOIST
XBTQ 611 BUILD HEADERS FOR WINDOWS & DOOR OPENINGS

XBTQ 613 CUT & INSTALL BRIDGING
XBTQ 615 LAY SUBFLOORING
XBTQ 617 INSTALL WALL SHEETING
XBTQ 618 INSTALL CEILING JOISTS
XBTQ 619 APPLY EXTERIOR SIDING

XBTQ 621 INSTALL METAL FLASHING
XBTQ 623 BUILD BUILT-UP GIRDERS
XBTQ 625 APPLY SHINGLES
XBTQ 627 INSTALL EXTERIOR WINDOWS
XBTQ 629 INSTALL EXTERIOR DOORS

EXIT, BUILDING TRAD

BLDG TRADES, EQUIP

XBTQ 630 APPLY ROOF SHEATHING
XBTQ 631 INSTALL VARIOUS TYPES OF WALL & CEILING INSULATION
XBTQ 633 BUILD STAIRS
XBTQ 635 BUILD CONCRETE FORMS FOR FLAT WORK
XBTQ 637 FINISH CONCRETE

XBTQ 639 LAY OUT INTERIOR WALL PARTITIONS
XBTQ 641 LAY OUT CEILING JOISTS
XBTQ 643 RELATE PSI, BUILDING STRENGTH IN CONCRETE TO BLDG RQRMTS
XBTQ 645 USE RAFTER TABLES ON FRAMING SQUARES TO CUT RAFTERS
XBTQ 647 CUT COMMON RAFTERS

XBTQ 649 INSTALL INTERIOR DOORS
XBTQ 651 INSTALL BASEBOARD TRIM
XBTQ 653 INSTALL WINDOW CASINGS
XBTQ 655 BUILD CORNICE
XBTQ 657 PAINT APPROPRIATELY USING BRUSH & ROLLERS

XBTQ 659 INSTALL CORNICE BOARDS
XBTQ 661 INSTALL FACTORY-BUILT CABINETS & COUNTER TOPS
XBTQ 663 SWEAT COPPER TUBING
XBTQ 665 INSTALL & FINISH GYPSUM DRYWALL
XBTQ 667 IDENTIFY MEMBERS OF A WOOD TRUSS

XBTQ 669 HANG WALL PAPER
XBTQ 671 INSTALL INTERNAL WIRING
XBTQ 672 INSTALL ROOF & SOFFIT VENTS
XBTQ 673 INSTALL METER BASE & MAIN BREAKER BOX
XBTQ 674 INSTALL ROOFING METAL FLASHING & EDGING

XBTQ 675 INSTALL INTERNAL AIR CONDITIONER DUCTS
XBTQ 677 INSTALL GUTTERING
XBTQ 679 INSTALL PANELLING
XBTQ 680 FINISH CONCRETE DRIVEWAYS, PORCHES & SIDEWALKS
XBTQ 681 INSTALL HEATING & AIR CONDITIONING EQUIPMENT

XBTQ 682 LAYOUT ROOFING BUILDING PAPER
XBTQ 683 SELECT BUILDING SITE
XBTQ 684 SELECT BUILDING TO FIT SITE
XBTQ 685 INSTALL BATHTUB COMPLETE
XBTQ 686 SELECT PROPER & APPROPRIATE BUILDING MATERIALS

XBTQ 687 SELECT BUILDING TO FIT SITE
XBTQ 688 WATERPROOF FOUNDATION
XBTQ 689 INSTALL ROUGH IN PLUMBING DRAINS
XBTQ 690 INSTALL OUTLETS
XBTQ 691 INSTALL PLUMBING FIXTURES

EXIT, BUILDING TRAD

BLDG TRADES, EQUIP

XBTQ 692 INSTALL ROUGH IN WATER SUPPLY LINES
XBTQ 693 INSTALL SOFFITS
XBTQ 694 INSTALL FINISH HARDWARE
XBTQ 695 INSTALL LIGHT FIXTURES
XBTQ 696 LAY OUT FOUNDATION

XBTQ 697 INSTALL CLOSET SHELVES
XBTQ 698 BUILD FOUNDATION
XBTQ 699 INSTALL SWITCHES

EXIT, CHILD DEVELOP

CHILD DEVEL, BEH

XCDB 101 ADMINISTER ACCEPTABLE DISCIPLINE BY THE SELF CONTROL METHOD
XCDB 104 GUIDE CHILDREN'S BEHAVIOR USING POSITIVE REINFORCEMENT
XCDB 107 GUIDE CHILDREN'S BEHAVIOR USING NEGATIVE REINFORCEMENT
XCDB 110 GUIDE CHILDREN'S BEHAVIOR USING MODELING
XCDB 113 DEMONSTRATE CENTER MANAGEMENT SKILLS

EXIT, CHILD DEVELOP

CHILD DEVEL, COMM

XCDC 101 IDENT EFFECTS OF ENVIRONMENTAL INFLUENCES ON PRENATAL DEVEL
XCDC 104 IDENT EFFECTS OF COMMON BIOLOGICAL DEFECTS ON PRENATAL DEV
XCDC 201 RECOGNIZE DEVELOPMENTAL TERMS
XCDC 301 PLAN BASIC PROGRAM MODELS BASED ON DISCOVERY APPROACH
XCDC 304 PLAN BASIC PROGRAM MODELS BASED ON INFORMATION GIVING APPRO

XCDC 307 WRITE GOALS & OBJECTIVES FOR THE CHILD CARE CENTER
XCDC 310 WRITE PERSONAL PHILOSOPHY OF CHILD CARE
XCDC 313 DISTINGUISH BETWEEN THE DIFFERENT TYPES OF CHILD CARE CENTE
XCDC 316 IDENT CHARACTERISTICS OF CUSTODIAL CHILD CARE
XCDC 319 IDENT CHARACTERISTICS OF DEVELOPMENTAL CHILD CARE

XCDC 322 IDENTIFY CHARACTERISTICS OF COMPREHENSIVE CHILD CARE
XCDC 325 LIST BASIC FOUR FOOD GROUPS FOR NUTRITIONAL NEEDS
XCDC 401 DESCRIBE TEACHING STRATEGIES FOR YOUNG CHILDREN
XCDC 404 DESCRIBE CHILD CARE LICENSING PROCEDURES
XCDC 407 ANALYZE SPECIFIC CHILD CARE PROGRAM MODELS

XCDC 411 DESCRIBE STAGES OF PRENATAL DEVELOPMENT
XCDC 607 USE KNOWLEDGE OF COMMUNICABLE DSEASE TO PROMOTE CHILD HEALT

EXIT, CHILD DEVELOP

CHILD DEVEL, OCCUP

XCDO 101 WRITE LETTER OF APPLICATION FOR JOB IN CHILD CARE FIELD
XCDO 104 COMPLETE A MOCK JOB INTERVIEW IN CHILD CARE FIELD

EXIT, CHILD DEVELOP

CHILD DEVEL, EQUIP

XCDQ 601 USE FIRST AID TO PROMOTE CHILD HEALTH
XCDQ 604 USE IMMUNIZATION TIME TABLES TO PROMOTE CHILD HEALTH
XCDQ 607 USE KNOWLEDGE OF COMMUNICABLE DISEASE TO PROMOTE CHILD HEAL
XCDQ 610 USE HEALTH RECORDS TO PROMOTE CHILD HEALTH
XCDQ 613 SELECT SUITABLE CHILDREN'S CLOTHING BASED ON FIT

XCDQ 616 SELECT SUITABLE CHILDREN'S CLOTHING BASED ON AVAILABILITY
XCDQ 619 SELECT SUITABLE CHILDREN'S CLOTHING BASED ON SAFETY
XCDQ 622 DEMONSTRATE TOILET TRAINING TECHNIQUES
XCDQ 625 DEMO FEEDING TECHNIQUES
XCDQ 628 DEMO TECHNIQUES TO ASSIST CHILDREN TO FORMULATE IDEAS

XCDQ 631 DEMO TECHNIQUES TO ASSIST CHILDREN TO SEQUENCE ACTIVITIES
XCDQ 634 ASSIST CHILDREN IN LEARNING TO PROVIDE FOR THEMSELVES
XCDQ 637 DEMO KNOWLEDGE OF CHILD REARING SKILLS

EXIT, DATA PROCESS

DATA PROCESS, BEH

XDPB 101 WORK COOPERATIVELY
XDPB 201 DEMON GOOD ATTITUDE TOWARD WORK

EXIT, DATA PROCESS

DATA PROCESS, COMM

XDPC 101 KEEP LIBRARY IN WORKING ORDER
XDPC 104 PROOFREAD DATA RECORDS ENTERED
XDPC 107 USE ANY REFERENCE MANUAL RELATING TO DATA ENTRY
XDPC 110 FOLLOW WRITTEN STEP BY STEP DIRECTIONS
XDPC 301 WRITE A PROGRAM TO ENTER SOURCE DATA ON THE 3742

XDPC 304 LIST ELEMENTS OF DATA PROCESSING SYSTEM
XDPC 310 WRITE PROGRAM IN COBOL ON AN IBM SYSTEM 34
XDPC 313 WRITE A PROGRAM IN RPG ON AN IBM SYSTEM 34
XDPC 401 EXPLAIN THE ABBREVIATIONS & SYMBOLS ON KEYS
XDPC 404 DISTINGUISH BETWEEN FUNCTIONS OF COMPUTER HARDWARE/SOFTWARE

XDPC 407 DESCRIBE THE CONCEPT OF AUXILIARY STORAGE
XDPC 410 DESCRIBE THE CONCEPT OF DATA COMMUNICATION
XDPC 413 EXPLAIN MACHINE FUNCTIONS
XDPC 416 EXPLAIN THE BASIC DATA PROCESSING TERMINOLOGY
XDPC 419 NAME FOUR OF THE MOST COMMONLY USED PROGRAM LANGUAGES

XDPC 422 READ A COMPLETED FLOW CHART
XDPC 425 BRIEFLY NARRATE COMPUTER HISTORY/EVOLUTION
XDPC 428 DESCRIBE DIFFERENT KINDS OF COMPUTERS
XDPC 431 DESCRIBE DIFFERENT SIZES OF COMPUTERS
XDPC 434 EXPLAIN SEQUENTIAL FILES

XDPC 437 EXPLAIN DIRECT FILES
XDPC 440 EXPLAIN INDEXED FILES
XDPC 443 EXPLAIN SEQUENTIAL PROCESSING
XDPC 446 EXPLAIN RANDOM PROCESSING
XDPC 501 IDENT FIELDS

XDPC 504 IDENT RECORDS
XDPC 507 IDENT FILES

EXIT, DATA PROCESS

DATA PROCESS, OCCUP

XDPO 101 LIST COMPUTER SYSTEM OPERATOR DUTIES
XDPO 104 LIST DUTIES OF VARIOUS DATA PROCESSING OCCUPATIONS
XDPO 107 DESCRIBE HOW TO OBTAIN A JOB IN DATA PROCESSING

EXIT, DATA PROCESS

DATA PROCESS, PHYS

XDPP 201 KEY ONE HOUR STRAIGHT
XDPP 401 DEMO CORRECT TYPING TECHNIQUES
XDPP 404 USE TOUCH METHOD OF KEYING ON A NUMERIC PAD
XDPP 407 DEMO PROPER HANDLING OF DISKETTE
XDPP 410 KEY DATA AT 7500 KEYSTROKES PER HOUR WITH 98% ACCURACY

XDPP 413 KEYPUNCH IBM 129 CARDS AT WORDS PER MINUTE

EXIT, DATA PROCESS

DATA PROCESS, EQUIP

XDPQ 601 USE A PROGRAM TO ENTER SOURCE DATA ON THE 3742
XDPQ 604 UTILIZE SOURCE ENTRY UTILITY (SEU)
XDPQ 607 USE INPUT DEVICES ASSIGNED BY TEACHER
XDPQ 701 IDENTIFY SOURCES OF AUXILLARY STORAGE
XDPQ 801 DEMO USE OF CURSOR MOVEMENT KEYS

XDPQ 803 DEMON MACHINE FUNCTIONS
XDPQ 804 DEMO USE OF SPECIAL FUNCTION KEYS
XDPQ 807 LOCATE DATA ON STORAGE DISKETTE
XDPQ 810 UPDATE DATA ON STORAGE DEVICE
XDPQ 813 VERIFY DATA ON 3742

XDPQ 816 VERIFY DATA BY DESK CHECKING METHOD
XDPQ 819 COMPUTE FIELD TOTALS USING THE 3742
XDPQ 823 RUN PREPARED PROGRAMS ON IBM SYSTEM 34
XDPQ 826 RUN PREPARED PROGRAMS ON MICROCOMPUTERS
XDPQ 829 DEMO PROPER CARE OF EQUIPMENT

XDPQ 833 COMPLETE A FLOWCHART
XDPQ 836 DEBUG PROGRAM IN COBOL ON AN IBM SYSTEM 34
XDPQ 839 RUN PROGRAM IN COBOL ON AN IBM SYSTEM 34
XDPQ 842 DEBUG A PROGRAM IN RPG ON AN IBM SYSTEM 34
XDPQ 845 RUN A PROGRAM IN RPG ON AN IBM SYSTEM 34

EXIT, DATA PROCESS

DATA PROCESS, EQUIP

XDPQ 848 OPERATE 10-KEY ADDING MACHINE
XDPQ 851 OPERATE ELECTRONIC CALCULATOR
XDPQ 854 OPERATE A PROGRAM CALCULATOR
XDPQ 856 ENTER DATA RECORDS WITH THE USE OF DATA FILE UTILITY (DFU)
XDPQ 857 OPERATE THE TERMINAL & KEYBOARD OF A COMPUTER

XDPQ 860 UPDATE DATA RECORDS WITH THE USE OF DFU
XDPQ 863 INQUIRE INTO RECORDS WITH THE USE OF DFU
XDPQ 865 CORRECT ERRORS FOUND WHEN PROOFREADING INPUT
XDPQ 866 TURN ON & READY SYSTEM FOR USE (IPL--SYSTEM INITIALIZATION)
XDPQ 868 READY SYSTEM TO BE SHUT DOWN & STOP SYSTEM

XDPQ 870 CODE & KEY PROPER OCL STATEMENTS FOR SPECIFIC JOB
XDPQ 872 USE SEU (SOURCE ENTRY UTILITY)
XDPQ 874 USE THE PROCEDURE MEMBER NAME TO EXECUTE THE TERMINAL
XDPQ 876 SELECT COMMANDS TO USE IN JOB SITUATION USING SSP REF MANUA
XDPQ 878 USE SSP REF MANUAL FOR VERIFYING INFO ON OCL STATEMENTS

XDPQ 880 OPERATE THE COMPUTER SYSTEM CONSOLE
XDPQ 882 SET UP A DFU ENTER SCREEN
XDPQ 884 SET UP A DFU UPDATE SCREEN
XDPQ 886 SET UP A DFU INQUIRY SCREEN
XDPQ 888 SET UP A DFU USING EACH OF PRINTED FORMATS AVAILABLE

XDPQ 889 DESIGN OUTPUT FOR SIMULATED SYS USING PRINTER SPACER CHART
XDPQ 890 ANALYZE A SIMULATED SYSTEM
XDPQ 892 FLOWCHART THE LOGIC USED IN A SIMULATED SYSTEM
XDPQ 894 CODE A SIMULATED PROBLEM IN RPG II AFTER ANALYZING IT
XDPQ 896 CODE A SIMULATED PROBLEM IN BASIC AFTER ANALYZING IT

XDPQ 897 CODE A SIMULATED PROBLEM IN COBOL AFTER ANALYZING IT
XDPQ 898 DESIGN INPUT RECORDS FOR A SIMULATED SYSTEM
XDPQ 899 MAINTAIN SYSTEM PRINTER PROPERLY

EXIT, ELECTRONICS

ELECTRONICS, BEH

XELB 101 DRESS PROPERLY FOR SAFETY

EXIT, ELECTRONICS

ELECTRONICS, COMM

XELC 101 REFER TO REFERENCE MANUAL TO TEST TUBES FOR QUALITY
XELC 104 IDENT ELECTRONIC SYMBOLS
XELC 107 READ ELECTRONIC SCHEMATICS
XELC 110 READ RESISTOR COLOR CODES
XELC 113 READ ELECTRONIC PICTORIAL DIAGRAMS TO LOCATE COMPONENT

XELC 116 READ SCHEMATICS (BLUE PRINTS)
XELC 119 READ SCHEMATIC DIAGRAMS & FOLLOW SIGNAL FLOW
XELC 401 EXPLAIN THE CONCEPT OF RESISTANCE
XELC 404 EXPLAIN THE CONCEPT OF VOLTAGE
XELC 407 EXPLAIN THE CONCEPT OF CAPACITANCE

XELC 410 EXPLAIN THE CONCEPT OF TRANSFORMANCE
XELC 413 EXPLAIN THE CONCEPT OF CURRENT
XELC 416 EXPLAIN THE CONCEPT OF COILS
XELC 419 EXPLAIN THE CONCEPT OF ALTERNATING CURRENT
XELC 422 EXPLAIN THE THEORY OF SEMICONDUCTOR PRINCIPLES

EXIT, ELECTRONICS

ELECTRONICS, MATH

XELM 101 CONVERT FROM P/P RMS TO AC WAVE FORM
XELM 103 CONVERT FROM AC WAVE FORM TO P/P RMS
XELM 104 CONVERT UNITS OF ELECTRICAL MEASUREMENTS
XELM 107 USE OHM'S LAW TO SOLVE ELECTRONIC PROBLEMS
XELM 108 COMPUTE OHM'S LAW

XELM 109 COMPUTE OHM'S LAW FORMULA
XELM 110 USE SCIENTIFIC NOTATION TO SOLVE ELECTRONIC PROBLEMS
XELM 113 COMPUTE PROBLEMS IN DC CIRCUITS (SERIES PARALLEL,SERIES,P)
XELM 116 COMPUTE PROBLEMS IN DC CIRCUITS (RESISTANCE CURRENT,VOLTAGE
XELM 119 COMPUTE PROBLEMS IN AC CIRCUITS

XELM 122 COMPUTE PROBLEMS IN BASIC SEMI-CONDUCTOR CIRCUITS
XELM 125 COMPUTE CURRENT GAIN IN BASIC TRANSISTOR AMPLIFIER CIRCUITS
XELM 128 COMPUTE VOLTAGE GAIN IN BASIC TRANSISTOR AMPLIFIER CIRCUITS
XELM 131 GIVEN SPECIFIC VALUES, COMPUTE FORMULAS IN AC
XELM 134 GIVEN SPECIFIC VALUES, COMPUTE FORMULAS IN DC

EXIT, ELECTRONICS

ELECTRONICS, MATH

XELM 137 GIVEN SPECIFIC VALUES, COMPUTE FORMULAS IN SEMI-CONDUCTORS
XELM 140 COMPUTE BINARY NUMBERS
XELM 143 COMPUTE BOOLEAN ALGEBRA
XELM 146 DEMO PROPER USE OF OVER-VOLTAGE PROTECTION DEVICES

EXIT, ELECTRONICS

ELECTRONICS, OCCUP

XELO 101 FOLLOW ELECTRONIC SAFETY PRACTICES

EXIT, ELECTRONICS

ELECTRONICS, EQUIP

XELQ 201 USE CRESCENT WRENCH PROPERLY
XELQ 204 USE A CRIMPING TOOL
XELQ 207 USE WIRE STRIPPERS
XELQ 210 USE CHANNEL LOCK PLIERS
XELQ 213 USE SLIP JOINT PLIERS

XELQ 216 USE DIAGONAL CUTTERS
XELQ 219 USE SCREW DRIVERS
XELQ 401 USE SOLDERING IRON
XELQ 404 USE DIAGONAL CUTTERS
XELQ 407 USE LONG NOSE PLIERS

XELQ 410 USE PROPER DE-SOLDERING TECHNIQUES
XELQ 413 USE PROPER SOLDERING TECHNIQUES
XELQ 501 IDENT A P-N-P TRANS
XELQ 504 IDENT A N-P-N TRANS
XELQ 601 IDENT RESISTORS

XELQ 603 IDENT TRANSISTORS
XELQ 605 IDENT DIODES
XELQ 607 IDENT CAPACITORS
XELQ 609 IDENT TRANSFORMERS
XELQ 611 REMOVE & REPLACE ELECTRONIC COMPONENTS

XELQ 613 CONSTRUCT ELECTRONIC CIRCUITS FROM SCHEMATICS
XELQ 615 SERVICE OSCILLATORS CIRCUITS
XELQ 617 SERIVE OPERATIONAL AMPLIFIERS
XELQ 801 USE MULTIMETER TO MEASURE VOLTAGE, CURRENT & RESISTANCE
XELQ 803 TROUBLESHOOT PROBLEMS IN DC CIRCUIT

EXIT, ELECTRONICS

ELECTRONICS, EQUIP

XELQ 805 TEST DIGITAL INTEGRATED CIRCUITS
XELQ 807 TROUBLESHOOT PROBLEMS IN AC CIRCUITS
XELQ 809 USE OSCILLOSCOPE TO MEASURE FREQUENCE & VOLTAGE
XELQ 811 USE SIGNAL GENERATION TO PROVIDE SIGNAL LEVEL
XELQ 812 USE SIGNAL GENERATION TO PROVIDE FREQUENCY LEVEL

XELQ 813 USE SIGNAL GENERATION TO PROVIDE VOLTAGE LEVEL
XELQ 814 TROUBLESHOOT PROBLEMS IN BASIC SEMI-CONDUCTOR CIRCUITS
XELQ 815 INTERFACE MICRO PROCESSOR APPLICATIONS
XELQ 817 INTERFACE THE 6880 & Z80 M.P.W. WITH THE OUTSIDE WORLD
XELQ 819 PROGRAM MICRO PROCESSOR IN "BASIC LANGUAGE"

XELQ 822 PROGRAM A MICRO COMPRESSOR IN MACHINE LANGUAGE
XELQ 824 PERFORM HEXIDECIMAL OPERATIONS
XELQ 826 SERVICE COMBINATIONAL LOGIC CIRCUITS
XELQ 828 REPAIR DIGITAL CONTROL SYSTEMS
XELQ 830 TROUBLE SHOOT DIGITAL CONTROL SYSTEMS

XELQ 832 REPAIR AMPS
XELQ 834 TROUBLE SHOOT AMPLIFIERS
XELQ 836 USE RADIO FREQUENCY GENERATOR PROPERLY
XELQ 838 USE AUDIO SIGNAL GENERATOR PROPERLY
XELQ 840 USE A DIGITAL MULTIMETER PROPERLY

XELQ 842 USE A VACUUM TUBE VOLT METER (VIVM)
XELQ 844 USE A VOLT OHMETER
XELQ 846 USE AN AMMETER
XELQ 848 DEMO PROPER USE OF GROUNDING
XELQ 850 DEMO USE OF PROPER EYE PROTECTIONS

XELQ 852 CHECK A P. N. JUNCTION DIODE
XELQ 854 TEST BI-POLAR TRANSISTORS
XELQ 856 TEST CAPACITORS & INDUCTORS
XELQ 858 MEASURE P TO P RMS
XELQ 860 MEASURE AVERAGE & PEAK VALUES OF AN AC WAVE FORM

XELQ 862 USE OSCILLOSCOPE TO MEASURE FREQ'Y &VOLTAGE OF AC WAVE FORM
XELQ 864 SERVICE SEMI-CONDUCTOR EQUIPMENT
XELQ 866 TEST THYRISTERS
XELQ 868 SERVICE POWER SUPPLIES (HALF & FULL WAVE, ETC.)
XELQ 870 USE BLOCK DIAGRAM TO ISOLATE PROBLEMS TO A SECTION OF EQUIP

XELQ 872 CONNECT SUBSTITUTION EQUIP TO ISOLATE CIRCUIT MALFUNCTIONS
XELQ 874 SERVICE SHIFT REGISTERS & CLOCK CIRCUITS FOR CORRECT PULSE

EXIT, FOOD SERVICE

FOOD SERVICE, BEH

XFSB 101 DEMO PROCEDURES FOR HANDLING EMERGENCIES
XFSB 104 DEMO PERSONAL-SOCIAL TRAITS ESSENTIAL FOR SUCCESSFUL WORKER
XFSB 107 DEMO PERSONAL SAFETY RULES
XFSB 110 KEEP FINGER NAILS CLEAN
XFSB 113 BATHE DAILY

XFSB 116 USE DEODORANT DAILY
XFSB 119 USE TIME EFFICIENTLY
XFSB 122 DEMO PROPER PERSONAL HYGIENE
XFSB 201 DEVELOP COOPERATIVE WORK RELATIONSHIPS WITH CO-WORKERS
XFSB 204 DEVELOP COOPERATIVE WORK RELATIONSHIPS WITH SUPERVISOR

XFSB 207 DEVELOP COOPERATIVE RELATIONSHIP WITH CUSTOMERS

EXIT, FOOD SERVICE

FOOD SERVICE, COMM

XFSC 101 MODIFY RECIPES TO FIT NUMBER OF SERVINGS DESIRED
XFSC 201 TAKE AN ORDER FROM A CUSTOMER
XFSC 301 IDENT METHODS FOR GIVING VARIETY TO MENU
XFSC 304 PLAN A PROPER MENU
XFSC 307 LIST PROPER WAY TO COOK EACH CUT OF MEAT

XFSC 310 DIAGNOSE HAZARDS IN THE KITCHEN
XFSC 313 LIST GUIDELINES FOR PLANNING MENUS
XFSC 314 WRITE AN ORDER
XFSC 316 REPRODUCE MENU FORMAT
XFSC 319 LIST RULES OF SERVING ETIQUETTE

XFSC 401 DESCRIBE BASIC FOUR FOOD GROUPS
XFSC 404 IDENT PROPER SERVINGS OF BASIC FOUR FOOD GROUPS
XFSC 407 DESCRIBE FIVE NUTRIENTS
XFSC 410 DESCRIBE PROPER WAYS TO SERVE DIFFERENT TYPES OF VEGETABLES
XFSC 411 DESCRIBE PROPER WAYS TO SERVE DIFFERENT TYPES OF FRUIT

XFSC 413 DESCRIBE EFFECTIVE PURCHASING PROCEDURES
XFSC 416 DESCRIBE HOW TO ESTABLISH A FOOD SERVICE OPERATION
XFSC 418 DESCRIBE WAYS TO STORE PERISHABLE FOODS
XFSC 420 DESCRIBE WAYS TO PREPARE PERISHABLE FOODS
XFSC 422 DESCRIBE WAYS TO SERVE PERISHABLE FOODS

EXIT, FOOD SERVICE

FOOD SERVICE, COMM

XFSC 424 DIFFERENTIATE BETWEEN PERISHABLE & NONPERISHABLE FOODS
XFSC 426 STATE IMPORTANCE OF SANITATION IN PREPARING FOOD
XFSC 428 DESCRIBE PROPER MEAT COOKING METHODS
XFSC 430 DESCRIBE PROPER VEGETABLE COOKING METHODS
XFSC 432 DEFINE TERMS LISTED IN RECIPES

XFSC 434 DESCRIBE CORRECT METHODS TO COOK FISH
XFSC 436 DESCRIBE CORRECT POULTRY COOKING
XFSC 438 SPEAK PLEASANTLY TO CUSTOMERS
XFSC 440 DEFINE THE TERMS ASSOCIATED WITH PLANNING MENUS
XFSC 442 DEFINE BAKE SHOP TERMS

XFSC 444 STATE USE & HAZARDS OF SANITIZER
XFSC 446 STATE CAUSES & SYMPTOMS OF FOOD-BORNE ILLNESSES
XFSC 448 ROLE PLAY PROPER COMMUNICATION SKILLS
XFSC 450 DESCRIBE MAJOR OSHA REQUIREMENTS

EXIT, FOOD SERVICE

FOOD SERVICE, MATH

XFSM 101 ADD, SUBTRACT, MULTIPLY & DIVIDE WHOLE NUMBERS
XFSM 104 ADD, SUBTRACT, MULTIPLY & DIVIDE DECIMALS
XFSM 107 ADD, SUBTRACT, MULTIPLY & DIVIDE FRACTIONS
XFSM 110 MAKE CORRECT CHANGE
XFSM 113 LAYOUT CASH IN CASH REGISTER

XFSM 116 TOTAL A CUSTOMER'S ORDER
XFSM 119 FIGURE SALES TAX USING TAX TABLE
XFSM 122 CALCULATE THE GATE RECEIPTS BASED ON CHANGE BANK
XFSM 125 CONVERT FROM VOLUME TO LIQUID MEASUREMENT
XFSM 126 CONVERT FROM LIQUID TO VOLUME MEASUREMENT

XFSM 128 CONVERT RECIPES INTO UNITS OF MEASURE OF UTENSILS
XFSM 131 DEMO DIFFERENT TYPES OF CHECK ENDORSEMENTS
XFSM 134 FILL OUT DEPOSIT SLIPS
XFSM 135 BALANCE CHECK REGISTER
XFSM 137 BALANCE A CHECKBOOK/RECONCILE CHECKBOOK & BANK STATEMENT

XFSM 140 PROCESS CREDIT CARD CORRECTLY FOR CUSTOMER'S BILL
XFSM 143 VERIFY ALL INFO NEEDED IN ORDER TO ACCEPT CHECK FOR PAYMENT
XFSM 146 OPERATE A CASH REGISTER

EXIT, FOOD SERVICE

FOOD SERVICE, OCCUP

XFSO 101 RECOGNIZE HAZARDOUS AREAS & MATERIALS
XFSO 104 DEMO JOB SKILLS FOR HOST/HOSTING
XFSO 107 DEMO JOB SKILLS INVOLVED IN BEING A WAITER/WAITRESS
XFSO 110 DEMO JOB SKILLS INVOLVED IN BEING A BUSPERSON
XFSO 113 DEMO ABILITY TO CREAM,CUT-IN, FOLD, WHIP, MINCE, & DICE

XFSO 114 DEMO ABILITY TO CHOP, JULIENNE, ETC
XFSO 116 FILL OUT 1040A FEDERAL TAX RETURN
XFSO 119 FILL OUT MISSOURI STATE INCOME TAX RETURN
XFSO 122 WRITE A RESUME FOR JOB
XFSO 125 WASH HANDS BEFORE SERVING FOOD TO CUSTOMERS

XFSO 128 SIMULATE GOOD JOB INTERVIEWING SKILLS
XFSO 131 WRITE LETTER OF APPLICATION FOR JOB

EXIT, FOOD SERVICE

FOOD SERVICE, PHYS

XFSP 401 APPLY PROPER FIRST AID TO SHOCK VICTIMS
XFSP 404 APPLY PROPER FIRST AID TO BURN VICTIMS
XFSP 407 APPLY FIRST AID TO VICTIMS OF CUTS
XFSP 410 DEMONSTRATE COOKING SKILLS
XFSP 501 STAND/WALK ON CONCRETE FLOORS FOR LENGTH OF WORK SHIFT

EXIT, FOOD SERVICE

FODD SERVICE, EQUIP

XFSQ 201 USE BAKING HAND UTENSILS CORRECTLY
XFSQ 204 USE TUBE SET (INCLUDE PASTRY BAG)
XFSQ 207 USE A COOKING THERMOMETER
XFSQ 210 CLEAN CUTTING BOARDS
XFSQ 213 USE SHARP-HANDLED TOOLS SAFELY

XFSQ 216 SANITIZE POTS, PANS, WARES, & HAND TOOLS
XFSQ 218 USE DIFFERENT TYPES OF FIRE EXTINGUISHERS
XFSQ 220 SET A TABLE ACCORDING TO GUIDELINES GIVEN
XFSQ 222 USE POTS & PANS CORRECTLY
XFSQ 224 USE WEIGHTS & MEASURES IN PROPORTIONING FOOD

EXIT, FOOD SERVICE

FODD SERVICE, EQUIP

XFSQ 226 USE SERVING UTENSILS
XFSQ 228 USE A CUTTING BOARD SANITARILY
XFSQ 240 OPERATE A TEA URN
XFSQ 242 USE A PRESSURE SAUCE PAN
XFSQ 244 USE STEAM JACKETED KETTLE

XFSQ 246 USE BAKING HAND UTENSILS
XFSQ 248 USE A COLANDER
XFSQ 250 SHARPEN KNIVES ON A SHARPENER STEEL SAFELY
XFSQ 252 PREPARE SANDWICHES AT SANDWICH STATION
XFSQ 254 PREPARE SALADS AT THE SALAD STATION EFFICIENTLY

XFSQ 256 PREPARE EGGS EFFICIENTLY
XFSQ 258 PREPARE FRUITS & VEGETABLES EFFICIENTLY
XFSQ 260 FLAVOR & GARNISH FOOD EFFICIENTLY
XFSQ 262 PREPARE SAUCES, GRAVIES, & SOUPS EFFICIENTLY
XFSQ 264 IDENT MEASURING UTENSILS

XFSQ 401 USE A TIMER
XFSQ 404 USE AN ELECTRIC FRY PAN
XFSQ 501 IDENT WHOLESALE CUTS OF MEAT
XFSQ 504 IDENT PRIMAL CUTS OF MEAT
XFSQ 507 IDENT CUTS OF MEAT

XFSQ 509 IDENT DIFFERENT TYPES OF FRUITS & VEGETABLES
XFSQ 601 STORE FOOD PROPERLY
XFSQ 604 SERVE FOOD USING TRAYS & CARTS
XFSQ 606 CLEAN REFRIGERATOR & FREEZER WITH SANITIZING INGREDIENT
XFSQ 608 USE SAFETY PRECAUTIONS IN HANDLING, SERVING & PREPARING FOO

XFSQ 610 BUS A TABLE
XFSQ 612 SANITARILY CLEAN SINK
XFSQ 614 SANITARILY CLEAN COUNTERS
XFSQ 616 SANITARILY CLEAN FLOORS
XFSQ 618 CLEAN SERVING AREAS

XFSQ 620 FILL BEVERAGE CONTAINERS
XFSQ 621 CLEAN BEVERAGE CONTAINERS
XFSQ 622 USE A PASTRY BAG
XFSQ 623 USE A COOKIE PRESS
XFSQ 624 USE A TUBE SET

XFSQ 626 USE A FAN
XFSQ 628 CLEAN HOOD
XFSQ 630 DEMO KNOWLEDGE OF STOREROOM
XFSQ 631 DEMO PROPER STOREROOM PROCEDURES
XFSQ 633 DEMO ABILITY TO SORT DISHES

EXIT, FOOD SERVICE

FODD SERVICE, EQUIP

XFSQ 701 IDENTIFY VCM (VERTICAL CUTTER MIXER)
XFSQ 704 IDENT CONVECTIONAL OVEN
XFSQ 706 IDENT ROTARY OVEN
XFSQ 708 IDENT MICROWAVE OVEN
XFSQ 710 IDENT PRESSURE FRYER

XFSQ 712 IDENTIFY A TILTING BRAZIER
XFSQ 801 OPERATE SLICER
XFSQ 804 OPERATE BROILER
XFSQ 806 OPERATE & MAINTAIN GRILL
XFSQ 808 OPERATE A RANGE

XFSQ 810 OPERATE A DEEP FRYER
XFSQ 812 OPERATE A STEAMER
XFSQ 814 OPERATE TILTING SKILLET
XFSQ 816 OPERATE A CONVENTIONAL OVEN
XFSQ 817 OPERATE A MICROWAVE OVEN

XFSQ 818 OPERATE A CONVECTIONAL OVEN
XFSQ 820 OPERATE MIXER
XFSQ 822 OPERATE FOOD CHOPPER
XFSQ 824 OPERATE DISHWASHER
XFSQ 824 OPERATE WASTE DISPOSAL

XFSQ 828 OPERATE HOLDING EQUIPMENT SAFELY
XFSQ 830 OPERATE PORTION SCALE
XFSQ 832 OPERATE COFFEE MAKER
XFSQ 834 OPERATE A MALT MIXER
XFSQ 836 OPERATE INDIVIDUAL TOASTER SAFELY

XFSQ 838 USE A GRIDDLE SAFELY
XFSQ 840 OPERATE A SOFT ICE CREAM MACHINE SAFELY
XFSQ 842 OPERATE A COLD DRINK DISPENSER SAFELY
XFSQ 844 OPERATE A CONVEYOR TOASTER SAFELY
XFSQ 846 OPERATE A WAFFLE IRON SAFELY

XFSQ 848 PREPARE DESSERTS EFFICIENTLY
XFSQ 850 PREPARE BREADS & PASTRIES AT THE BAKERS STATION EFFICIENTLY
XFSQ 852 MAKE APPETIZERS EFFICIENTLY
XFSQ 854 USE CORRECT PROCEDURE IN RECEIVING FOOD
XFSQ 856 DEMO PROCEDURES FOR HANDLING EMERGENCIES

XFSQ 858 OPERATE VCM (VERTICAL CUTTER MIXER)
XFSQ 860 MAINTAIN VCM (VERTICAL CUTTER MIXER)
XFSQ 862 OPERATE ROTARY OVEN
XFSQ 863 OPERATE CONVECTIONAL OVEN
XFSQ 864 MAINTAIN CONVECTIONAL OVEN

EXIT, FOOD SERVICE

FODD SERVICE, EQUIP

XFSQ 865 OPERATE MICROWAVE OVEN
XFSQ 866 MAINTAIN ROTARY OVEN
XFSQ 867 MAINTAIN MICROWAVE OVEN
XFSQ 869 OPERATE PRESSURE FRYER
XFSQ 870 MAINTAIN PRESSURE FRYER

XFSQ 872 OPERATE TILTING BRAZIER
XFSQ 873 MAINTAIN A TILTING BRAZIER

EXIT, HEALTH OCCUP

HEALTH OCCUP, BEH

XHOB 101 KNOW LINES OF AUTHORITY AN ASSISTANT FOLLOWS
XHOB 103 HAVE INTEREST IN PEOPLE & DESIRE TO HELP THEM
XHOB 104 CARRY OUT ORDER FROM TEAM LEADER
XHOB 107 BATHE DAILY
XHOB 110 USE DEODORANT

XHOB 116 HANDLE PATIENTS' PERSONAL INFO IN STRICTEST CONFIDENCE
XHOB 119 DRESS PROPERLY FOR THE JOB
XHOB 201 DEVELOP GOOD INTERPERSONAL RELATIONSHP WITH CO-WORKERS
XHOB 203 DEVELOP GOOD INTERPERSONAL RELATIONSHIPS WITH SUPERVISORS
XHOB 205 DEVELOP GOOD INTERPERSONAL RELATIONSHIPS WITH PATIENTS

XHOB 207 ADHERE TO A STRICT STANDARD OF MEDICAL ETHICS
XHOB 210 SHOW HIGHEST DEGREE OF HONESTY/DEPENDABILITY IN JOB
XHOB 213 RESPECT EACH PATIENT'S RELIGION
XHOB 216 DEVELOP SENSITIVITY TO PATIENTS' PROBLEMS
XHOB 219 DEVELOP GOOD LISTENING HABITS

XHOB 222 ACCEPT CONSTRUCTIVE CRITICISM

EXIT, HEALTH OCCUP

HEALTH OCCUP, COMM

XHOC 104 LEARN MEDICAL TERMINOLOGY
XHOC 107 LEARN TERMS USED TO SHOW RELATIONSHIP OF BODY PARTS
XHOC 110 DECIPHER A RX
XHOC 301 RECORD I & O ACCURATELY
XHOC 304 LABEL SPECIMENS CORRECTLY

XHOC 307 REPORT CHARACTERISTICS OF PULSE
XHOC 308 REPORT CHARACTERISTICS OF RESPIRATIONS
XHOC 310 ADMIT A PATIENT TO THE HOSPITAL
XHOC 313 IDENT PROCEDURES USED IN ISOLATION TECHNIQUES
XHOC 316 LIST FUNCTIONS OF EACH PART OF THE EAR

XHOC 319 LIST FUNCTIONS OF EACH ORGAN IN GI SYSTEM
XHOC 322 NAME FUNCTIONS OF URINARY SYSTEM PARTS
XHOC 325 DESCRIBE FUNCTIONS OF THE ORGANS OF REPRODUCTIVE SYSTEM
XHOC 328 TRANSFER PATIENT FROM ONE UNIT TO ANOTHER
XHOC 331 IDENT COMMONLY USED HOSPITAL ABBREVIATIONS

EXIT, HEALTH OCCUP

HEALTH OCCUP, COMM

XHOC 334 LIST WAYS DISEASE IS SPREAD
XHOC 337 IDENT THE NURSING TEAM
XHOC 340 ADMIT NEWBORN TO NURSERY
XHOC 343 LIST EARLY SIGNS/SYMPTOMS OF CANCER
XHOC 344 LIST CHARACTERISTICS OF MAJOR GROUPS OF MICRO-ORGANISMS

XHOC 347 DIFFERENTIATE BETWEEN ACUTE & CHRONIC INFECTIONS
XHOC 350 DIFFERENTIATE BETWEEN PRIMARY & SECONDARY INFECTIONS
XHOC 353 LIST FACTORS INFLUENCING GOOD HEALTH
XHOC 356 IDENT IMPORTANT FACTORS IN ADMITTING PATIENTS
XHOC 359 IDENT IMPORTANT FACTORS IN TRANSFERRING PATIENTS

XHOC 362 IDENT IMPORTANT FACTORS IN DISCHARGING PATIENTS
XHOC 401 EXPLAIN PROCEDURES TO PATIENTS
XHOC 404 GIVE AN ORAL REPORT ABOUT PATIENT TO TEAM LEADER
XHOC 407 OBSERVE PATIENTS CONDITION
XHOC 410 REPORT SIGNIFICANT SYMPTOMS OF PATIENT TO TEAM LEADER

XHOC 411 IDENT PATIENTS' BASIC EQUIPMENT
XHOC 413 IDENT THE PATIENTS' UNIT
XHOC 416 STATE USE OF BEDPAN
XHOC 419 STATE USE OF URINAL
XHOC 422 NAME PARTS OF THE BODY, BODY SYSTEM & ORGANS

XHOC 425 DESCRIBE THE FUNCTIONS OF THE CELL
XHOC 426 NAME PARTS OF THE EAR
XHOC 427 DESCRIBE FUNCTIONS OF COMPONENTS OF EAR
XHOC 428 RECOGNIZE LEGAL RESPONSIBILITIES OF A HEALTH ASSISTANT
XHOC 429 NAME THE ORGANS OF THE REPRODUCTIVE SYSTEM

XHOC 430 DESCRIBE FUNCTIONS OF THE REPRODUCTIVE SYSTEM COMPONENTS
XHOC 431 ANSWER TELEPHONE CORRECTLY
XHOC 432 DESCRIBE COMMON DISEASES OF REPRODUCTIVE SYSTEM
XHOC 434 NAME FACILITIES AVAILABLE FOR PATIENT CARE
XHOC 437 EXPLAIN HEALTH RESPONSIBILITIES OF COMMUNITY AGENCIES

XHOC 440 DESCRIBE MICROBES
XHOC 443 LIST THE JOB FUNCTIONS OF A PHARMACOLOGIST
XHOC 446 DESCRIBE THE STRUCTURE OF A CELL
XHOC 447 DESCRIBE THE FUNCTIONS OF A CELL
XHOC 449 DESCRIBE THE ANATOMY OF THE SKIN

XHOC 450 LIST THE FUNCTIONS OF THE SKIN
XHOC 452 NAME THE MOST COMMON SKIN LESIONS
XHOC 453 DESCRIBE THE MOST COMMON SKIN LESIONS
XHOC 455 NAME THE ORGANS OF THE RESPIRATORY SYSTEM
XHOC 456 DESCRIBE FUNCTIONS OF ORGANS OF RESPIRATORY SYSTEM

EXIT, HEALTH OCCUP

HEALTH OCCUP, COMM

XHOC 458 NAME THE MOST COMMON DISEASE OF THE RESPIRATORY SYSTEM
XHOC 461 DESCRIBE THE ORGANS OF THE CIRCULATORY SYSTEM
XHOC 462 DESCRIBE THE FUNCTIONS OF THE CIRCULATORY SYSTEM ORGANS
XHOC 464 DESCRIBE THE MOST COMMON DISEASES OF THE CIRCULATORY SYSTEM
XHOC 465 EXPLAIN SEPTOLE

XHOC 468 EXPLAIN DIATOLE
XHOC 470 DESCRIBE BASIC NURSING CARE FOR CARDIAC PATIENTS
XHOC 473 NAME THE BONES OF THE BODY & THEIR LOCATION
XHOC 476 NAME MAJOR MUSCLES OF THE BODY
XHOC 477 NAME THE GLANDS OF THE ENDOCRINE SYSTEM

XHOC 478 LOCATE THE GLANDS OF THE ENDOCRINE SYSTEM
XHOC 479 DESCRIBE BODY MOVEMENTS
XHOC 480 LIST COMMON CONDITIONS OF MUSCULA-SKELETAL SYSTEM
XHOC 481 DEFINE GENERAL FUNCTIONS OF THE ENDOCRINE SYSTEM
XHOC 482 STATE IMPORTANCE OF ADEQUATE IMMUNIZATION

XHOC 483 DESCRIBE THE FUNCTION OF THE NERVOUS SYSTEM
XHOC 484 NAME COMMON CONDITIONS OF THE NERVOUS SYSTEM
XHOC 485 NAME THE PARTS OF THE EYE
XHOC 486 NAME THE FUNCTIONS OF THE PARTS OF THE EYE
XHOC 487 IDENT RELA'SHP BETWEEN ENVIR'L SANITATION & COMM HEALTH

XHOC 488 STATE CHARACTERISTICS OF MEDICATIONS FOR HOME BOUND
XHOC 489 DEFINE CONCEPTS OF MENTAL HEALTH ILLNESS
XHOC 490 NAME ORGANS OF THE GI SYSTEM
XHOC 491 DESCRIBE FUNCTIONS OF GI SYSTEM COMPONENTS
XHOC 492 DESCRIBE COMMON CONDITIONS OF GI SYSTEM

XHOC 493 NAME THE PARTS OF THE URINARY SYSTEM
XHOC 494 DESCRIBE COMMON CONDITIONS OF URINARY SYSTEM
XHOC 495 DESCRIBE FUNCTIONS OF URINARY SYSTEM COMPONENTS
XHOC 497 DESCRIBE EFFECTS OF HEAT & COLD APPLICATION
XHOC 498 DESCRIBE SIGNS OF APPROACHING DEATH

EXIT, HEALTH OCCUP

HEALTH OCCUP, MATH

XHOM 201 IDENT METRIC MEASUREMENTS & THEIR COMMON ABBREVIATIONS
XHOM 204 GRAPH THE TPR & BP

EXIT, HEALTH OCCUP

HEALTH OCCUP, OCCUP

XHOO 101 IDENT PERSONAL COMPETENCIES FOR HEALTH OCCUP PERSONNEL
XHOO 104 IDENT PROFESSIONAL COMPETENCIES FOR HEALTH OCC PERSONNEL
XHOO 105 ADMINISTER POST-OPERATIVE CARE
XHOO 107 ADMINISTER PRE-OPERATIVE CARE
XHOO 109 DESCRIBE FUNCTIONS OF MEDICAL SOCIAL WORKER

XHOO 110 LIST FUNCTIONS OF MEDICAL RECORDS DEPARTMENT IN HEALTH FAC
XHOO 113 STATE FUNCTIONS OF PHARMACY DEPARTMENT IN HEALTH FACILITY
XHOO 116 LIST FUNCTIONS OF HOUSEKEEPING DEPARTMENT IN MEDICAL FACILI
XHOO 118 STATE FUNCTIONS OF CENTRAL SUPPLY DEPARTMENT
XHOO 119 STATE FUNCTION OF MEDICAL LAB IN HEALTH FACILITY

XHOO 121 EXPLORE MANY HEALTH OCCUPATIONS
XHOO 122 STATE FUNCTIONS OF CENTRAL SUPPLY DEPARTMENT
XHOO 124 PREPARE A RESUME
XHOO 125 FILL OUT A JOB APPLICATION
XHOO 130 HAVE A JOB INTERVIEW

XHOO 133 NAME JOB RESPONSIBILITIES OF A HEALTH ASSISTANT

EXIT, HEALTH OCCUP

HEALTH OCCUP, PHYS

XHOP 301 PUT ON GOWN, MASK & GLOVES
XHOP 304 REMOVE CONTAMINATED GOWN, MASK & GLOVES
XHOP 307 TRANSFER FOOD & EXPENDABLE ITEMS FROM ISOLATION UNIT
XHOP 401 LIFT A PATIENT UP IN BED
XHOP 404 PRACTICE GOOD NURSING CARE IN PREVENTION OF DECUBITUS ULCER

XHOP 407 PRACTICE GOOD NURSING CARE IN PREVENTION OF CINTRACTURES
XHOP 410 POSITION A PATIENT TO EASE BREATHING DIFFICULTY
XHOP 413 DO ACTIVE & PASSIVE RANGE OF MOTION EXERCISES
XHOP 416 ASSIST A VOMITING PATIENT
XHOP 417 ASSIST IN POSTOPERATIVE CARE

XHOP 419 HAVE PATIENT TURN, DEEP BREATHE & COUGH
XHOP 422 ASSIST THE PATIENT IN AMBULATING
XHOP 425 ASSIST THE PATIENT TO DANGLE
XHOP 426 PREPARE THE HALL FOR TRANSFER OF A DEAD PERSON
XHOP 428 GIVE EARLY A.M. CARE

EXIT, HEALTH OCCUP

HEALTH OCCUP, PHYS

XHOP 431 ASSIST THE PATIENT TO ASSUME VARIOUS POSITIONS
XHOP 433 GIVE SPECIAL CARE TO PATIENTS IN TRACTION
XHOP 434 PREPARE AN ISOLATION UNIT
XHOP 437 GIVE SPECIAL CARE FOR PATIENTS IN CASTS
XHOP 440 DO PROPER POSITIONING OF PATIENT

XHOP 443 PERFORM 1 MAN CPR
XHOP 446 PERFORM 2 MAN CPR
XHOP 447 PERFORM CPR TO CHILD
XHOP 448 PERFORM CPR TO BABY
XHOP 449 PRACTICE USING THE CORRECT MUSCLES TO DO THE JOB

XHOP 452 APPLY A SLING
XHOP 455 APPLY SPLINTS
XHOP 458 APPLY CERVICAL COLLAR
XHOP 461 APPLY PRESSURE BANDAGE
XHOP 464 PLACE PATIENT IN VARIOUS POSITIONS FOR EXAMINATIONS

XHOP 467 DRAPE THE PATIENT FOR VARIOUS POSITIONS
XHOP 470 TRANSPORT NEWBORN FROM NURSERY TO MOTHER
XHOP 471 TRANSPORT PATIENT FROM ISOLATION UNIT
XHOP 473 BATHE NEWBORN BABY
XHOP 476 DEMO SPECIAL NURSING PROCEDURES FOR SKIN CONDITIONS

XHOP 479 LOCATE PARTS OF THE NERVOUS SYSTEM
XHOP 480 DEMO NURSING CARE IN PATIENT WITH NERVE DAMAGE
XHOP 481 PLACE PATIENT IN PROPER POSITION FOR SPINAL TAP
XHOP 482 ASSIST PATIENT IN HOLDING POSITION FOR SPINAL TAPE
XHOP 486 USE GOOD HAND WASHING TECHNIQUE

EXIT, HEALTH OCCUP

HEALTH OCCUP, EQUIP

XHOQ 201 SECURE SIDE RAILS THOROUGHLY
XHOQ 203 CLEAN PATIENTS' UNIT & EQUIP DAILY
XHOQ 205 MEASURE PATIENT'S ORAL TEMPERATURE
XHOQ 207 MEASURE THE PATIENT'S AUXILLARY TEMPERATURE
XHOQ 209 MEASURE THE PATIENT'S BLOOD PRESSURE

XHOQ 211 MEASURE THE PATIENT'S PT. BLOOD PRESSURE
XHOQ 213 TAKE AN APICAL PULSE
XHOQ 215 MEASURE PATIENT'S RESPIRATION
XHOQ 216 ASSIST THE PATIENT WITH ORAL HYGIENE
XHOQ 217 MEASURE PATIENT'S PT. PULSE

EXIT, HEALTH OCCUP

HEALTH OCCUP, EQUIP

XHOQ 219 BRUSH/COMB THE PATIENTS' HAIR
XHOQ 222 TRANSPORT A PATIENT IN A WHEELCHAIR
XHOQ 225 TRANSPORT A PATIENT ON A STRETCHER
XHOQ 228 DEMO TOE NAIL/FOOT CARE
XHOQ 231 GIVE SPECIAL ORAL HYGIENE

XHOQ 234 GIVE DECUB CARE
XHOQ 237 GIVE FOLEY CATHETER CARE
XHOQ 240 EMPTY A FOLEY CATHETER BAG
XHOQ 243 SHAVE THE MALE PATIENT
XHOQ 244 IRRIGATE EAR TO REMOVE WAX & DIRT PARTICLES

XHOQ 247 FEED NEWBORN BABY
XHOQ 601 AFFORD ALL POSSIBLE PRIVACY FOR PATIENTS
XHOQ 604 PRACTICE GOOD MEDICAL ASEPSIS
XHOQ 607 COLLECT URINE SAMPLE FOR ROUTINE EXAM
XHOQ 610 COLLECT CLEAN CATCH URINALYSIS

XHOQ 612 COLLECT STOOL SPECIMEN
XHOQ 616 PREPARE PATIENTS FOR MEAL
XHOQ 619 SERVE THE PATIENTS' TRAY
XHOQ 622 ASSIST IN FEEDING THE HELPLESS PATIENT
XHOQ 625 CLEAN PATIENT'S DENTURES PROPERLY

XHOQ 626 HAND PATIENT'S HIS/HER DENTURES PROPERLY
XHOQ 628 ASSIST THE PATIENT INTO A CHAIR
XHOQ 631 TRANSFER THE PATIENT FROM STRETCHER TO BED
XHOQ 634 MAKE A CLOSED BED
XHOQ 637 MAKE AN OCCUPIED BED

XHOQ 640 GIVE A COMPLETE BED BATH
XHOQ 643 GIVE A BACK RUB
XHOQ 646 ASSIST THE PATIENT WITH A TUB BATH
XHOQ 649 ASSIST A PATIENT WITH A SHOWER
XHOQ 652 GIVE A PARTIAL BED BATH

XHOQ 655 MAKE AN OPEN BED
XHOQ 658 USE PILLOWS TO SUPPORT PATIENT'S BACK & LEGS
XHOQ 661 PREPARE PATIENT FOR DISCHARGE
XHOQ 664 APPLY HOT MOIST PACKS
XHOQ 667 APPLY ICE PACKS

XHOQ 670 APPLY A POSEY RESTRAINT
XHOQ 673 APPLY WRIST RESTRAINTS
XHOQ 675 PERFORM AN ACETEST
XHOQ 676 PERFORM A CLINIS TEST
XHOQ 678 GIVE A SOAP SUDS ENEMA

EXIT, HEALTH OCCUP

HEALTH OCCUP, EQUIP

XHOQ 679 GIVE A TAP H20 ENEMA
XHOQ 680 GIVE A FLEETS ENEMA
XHOQ 681 GIVE A COOLING BATH USING ALCOHOL & SPONGE
XHOQ 682 PREPARE THE PATIENTS' UNIT FOR HIS/HER RETURN FROM SURGERY
XHOQ 683 MAKE A SURGICAL BED

XHOQ 684 DEMO THE USE OF CHUX
XHOQ 685 APPLY A T-BINDER
XHOQ 686 APPLY A STRAIGHT BINDER
XHOQ 687 PLACE A FOOT BOARD ON THE BED
XHOQ 688 DEMO TERMINAL CLEANING OF THE PATIENT'S UNIT

XHOQ 689 BAG LAUNDRY FROM ISOLATION UNIT
XHOQ 690 ASSIST WITH POST MORTEM CARE
XHOQ 691 GIVE AN OIL RETENTION ENEMA
XHOQ 692 GIVE A HARRIS FLUSH
XHOQ 693 ASSIST WITH CARE DURING A CONVULSION

XHOQ 694 PREPARE BED FOR PATIENT WHO HAS SEIZURES
XHOQ 695 GIVE A VAGINAL DOUCHE
XHOQ 696 COLLECT 24 HOUR URINE SPECIMEN
XHOQ 697 GIVE AN EMOLLIENT BATH
XHOQ 698 TRANSFER STERILE SUPPLIES

XHOQ 699 GIVE PERINEAL CARE
XHOQ 701 IDENT BASIC INSTRUMENTS FOR PHYSICAL EXAMINATION
XHOQ 801 PLACE SIGNAL CORD IN PATIENTS' REACH
XHOQ 804 OPERATE HOSPITAL BED CORRECTLY
XHOQ 807 SET UP EQUIP & STRAIN URINE

XHOQ 810 APPLY A TEXAS CATHETER
XHOQ 813 DEMO SAFETY PRECAUTIONS IN TURNING PATIENT WITH FOLEY CATH
XHOQ 816 SET UP THE K-PAD FOR HEAT APPLICATION
XHOQ 819 PREPARE THE SITZ BATH
XHOQ 822 PREPARE THE PATIENT FOR SURGERY

XHOQ 825 DO A SURGICAL PREP
XHOQ 828 APPLY TRACTION ON PATIENT
XHOQ 831 REMOVE TRACTION FROM PATIENT
XHOQ 834 PRACTICE 5 SAFETY MEASURES IN THE USE OF OXYGEN
XHOQ 837 ASSIST IN CARING FOR PATIENT IN OXYGEN TENT

XHOQ 840 MAINTAIN AN OPEN AIRWAY
XHOQ 843 REMOVE FOREIGN BODY FROM AIR PASSAGE
XHOQ 846 TEST STUDENTS VISION WITH TITMUS VISION TESTER
XHOQ 848 MEASURE HEARING USING AN AUDIOMETER

EXIT, HORTICULTURE

HORTICULTURE, COMM

XHRC 301 IDENT VARIOUS PARTS OF A FLOWER
XHRC 304 IDENT VARIOUS PARTS OF A SEED
XHRC 307 IDENT VARIOUS PARTS OF A LEAF
XHRC 310 IDENT COMMON LAWN DISEASES
XHRC 313 DESCRIBE CHARACTERISTICS OF 20 VEGETABLES OF EACH CLASSIFIC

XHRC 316 IDENT FUNCTIONS OF PARTS OF A FLOWER
XHRC 319 LIST 5 VEGETABLES ATTACKED BY PESTS
XHRC 321 IDENT AT LEAST ONE PEST THAT ATTACKS EACH VEGETABLE
XHRC 322 LIST AT LEAST ONE METHOD OF PEST CONTROL FOR EACH VEGETABLE
XHRC 325 LIST 3 REASONS FOR TYPES OF DRAFTING ONE RESULTING PLANT

XHRC 328 LIST 5 PLANTS PROPAGATED BY SEPARATION OR DIVISION
XHRC 331 LIST 5 PLANTS COMMONLY PROPAGATED BY HARDWOOD CUTTINGS
XHRC 334 IDENT FUNCTIONS OF VARIOUS PARTS OF A SEED
XHRC 337 IDENT FUNCTIONS OF VARIOUS PARTS OF A LEAF
XHRC 340 IDENT COMMON LAWN WEEDS

XHRC 401 DESC BEST CULTURAL CONDITIONS FOR EACH PLANT ID'D IN Q501
XHRC 404 LIST 4 PROBLEM SYMPTOMS FOR 10 TERRARIUM PLANTS
XHRC 407 IDENT INSECTS WHICH AFFECT LAWNS
XHRC 410 IDENT INSECTICIDES WHICH CONTROL SPECIFIED INSECTS
XHRC 413 DESCRIBE THE INFLUENCE OF OXYGEN ON SEED GERMINATION

XHRC 416 DESCRIBE THE INFLUENCE OF TEMPERATURE ON SEED GERMINATION
XHRC 419 DESCRIBE THE INFLUENCE OF MOISTURE ON SEED GERMINATION
XHRC 422 EXPLAIN THE PROCESS OF PHOTOSYNTHESIS
XHRC 425 STATE THE MAJOR OBJECTS OF GOOD RESIDENTIAL LANDSCAPING
XHRC 428 EXPLAIN WHY PLANTS ARE PROPAGATED ASEXUALLY

XHRC 431 NAME AT LEAST 3 PLANTS COMMERCIALLY PROPAGATED BY BUDDING
XHRC 434 IDENT THE 13 DIFFERENT LINES OF FLOWER ARRANGEMENTS

EXIT, HORTICULTURE

HORTICULTURE, OCCUP

XHRO 101 DESCRIBE 5 CAREERS IN HORTICULTURE

EXIT, HORTICULTURE

HORTICULTURE, PHYS

XHRP 401 PLANT A TERRARIUM
XHRP 404 ESTABLISH WEED CONTROL BY USING MULCHES
XHRP 407 ESTABLISH WEED CONTROL BY USING CULTIVATION
XHRP 410 ESTABLISH WEED CONTROL BY USING HERBICIDES
XHRP 413 ESTABLISH WEED CONTROL BY USING HERBICIDES & CULTIVATION

XHRP 416 JUDGE SEVERAL CLASSES OF VEGETABLES

EXIT, HORTICULTURE

HORTICULTURE, EQUIP

XHRQ 201 USE A SHOVEL
XHRQ 204 USE A RAKE
XHRQ 207 USE A FERTILIZER SPREADER
XHRQ 213 DEMO WATERING TECHNIQUES APPROPRIATE FOR VARIOUS PLANTS
XHRQ 501 IDENT 20 COMMON HOUSE PLANTS

XHRQ 504 IDENT 10 PLANTS SUITABLE FOR A TERRARIUM
XHRQ 507 IDENT 40 COMMON BEDDING PLANTS
XHRQ 510 IDENT 20 COMMON VEGETABLES
XHRQ 513 IDENT 3 MAJOR DEVICES USED FOR HOLDING FLOWER ARRANGEMENTS
XHRQ 516 IDENT 5 DECIDUOUS SHRUBS

XHRQ 601 DRAW TO SCALE A GARDEN PLAN FOR AT LEAST 10 VEGETABLES
XHRQ 604 DRAW A LANDSCAPE PLAN FOR A RESIDENTIAL DWELLING
XHRQ 607 DEMO ASEXUAL PLANT PROPAGATION BY CUTTING
XHRQ 610 DEMO ASEXUAL PLANT PROPAGATION BY DIVISION
XHRQ 613 DEMO ASEXUAL PLANT PROPAGATION BY BUDDING

XHRQ 616 DEMO ASEXUAL PLANT PROPAGATION BY GRAFTING
XHRQ 619 DETERMINE TYPE OF FERTILIZER FOR SPECIFIC CROP BY SOIL TEST
XHRQ 622 CONSTRUCT A FLOWER ARRANGEMENT
XHRQ 625 DETERM' AMOUNT OF FERTILIZER FOR SPECIFIC CROP BY SOIL TEST
XHRQ 628 WATER SEEDLINGS BEFORE TRANSPLANTING

XHRQ 631 FERTILIZE SEEDLINGS BEFORE TRANSPLANTING
XHRQ 634 HARDEN OFF SEEDLINGS BEFORE TRANSPLANTING
XHRQ 801 DEMO HOW TO START A LAWN FROM SEED
XHRQ 804 DEMO HOW TO START A LAWN FROM PLUG SPRIGS
XHRQ 807 DEMO HOW TO START A LAWN FROM SOD
XHRQ 810 CONSTRUCT A CORSAGE
XHRQ 813 CONSTRUCT A BOUTONNIERE
XHRQ 816 DEMO PROPER MOWING TECHNIQUES
XHRQ 819 USE A LAWN MOWER

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EXIT, MASONRY

  MASONRY, COMM

  XMAC 301  LAY OUT A BLOCK WALL
  XMAC 304  LAY OUT A BLOCK WALL WITH OPENINGS
  XMAC 307  LAY OUT A BRICK WALL
  XMAC 310  LAY OUT A BRICK WALL WITH OPENING
  XMAC 313  LAY OUT BRICK STEPS

  XMAC 316  LAY OUT A MASONRY PATIO IN BASKETWEAVE PATTERN
  XMAC 319  LAY OUT A MASONRY PATIO IN HERRINGBONE PATTERN
  XMAC 322  LAY OUT A ROCK WALL WITH OPENINGS
  XMAC 325  LAY OUT STONE WALL
  XMAC 328  LAY OUT STONE WALL WITH OPENING

  XMAC 407  READ A BLUE PRINT
  XMAC 409  USE A BLUEPRINT


EXIT, MASONRY

  MASONRY, OCCUP

  XMAO 101  DEMO PERSONAL SAFETY ON JOB


EXIT, MASONRY

  MASONRY, PHYS

  XMAP 201  POUR CONCRETE
  XMAP 301  FINISH CONCRETE SLAB
  XMAP 304  FINISH CONCRETE PATIO
  XMAP 307  FINISH CONCRETE SIDEWALKS
  XMAP 401  IDENT HAND SIGNALS IN MOVING OBJECTS

  XMAP 404  USE HAND SIGNALS IN MOVING OBJECTS


EXIT, MASONRY

  MASONRY, EQUIP

  XMAQ 100  IDENT HANDTOOLS
  XMAQ 101  IDENT SPACING RULE USED BY BRICKLAYER
  XMAQ 104  IDENT MODULAR RULE USED BY BRICKLAYER
  XMAQ 107  IDENT TAPE MEASURE USED BY BRICKLAYER
  XMAQ 200  USE HANDTOOLS
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EXIT, MASONRY

MASONRY, EQUIP

XMAQ 201 USE SPACING RULE USED BY BRICKLAYER
XMAQ 204 USE MODULAR RULE COMMONLY USED BY BRICKLAYERS
XMAQ 207 USE TAPE MEASURE
XMAQ 210 USE A BUILDER'S LEVEL
XMAQ 213 CONSTRUCT FORMS FOR CONTAINING CONCRETE

XMAQ 300 IDENT POWER TOOLS USED BY BRICKLAYER
XMAQ 301 IDENT POWER MIXER
XMAQ 304 IDENT BRICK SAW
XMAQ 307 IDENT POWER WHEEL BARROW
XMAQ 310 IDENT POWER FORK LIFT

XMAQ 400 USE POWER TOOLS USED BY BRICKLAYER
XMAQ 401 USE POWER MIXER
XMAQ 404 USE BRICK SAW
XMAQ 407 USE POWER WHEEL BARROW
XMAQ 410 USE POWER FORK LIFT

XMAQ 500 IDENT MASONRY UNITS/MATERIALS
XMAQ 501 IDENTIFY BRICK
XMAQ 504 IDENT BLOCK
XMAQ 507 IDENT ROCK
XMAQ 510 IDENT STONE

XMAQ 513 IDENT TILE
XMAQ 516 ESTIMATE MATERIAL NEEDED TO CONSTRUCT A BLOCK WALL
XMAQ 519 ESTIMATE MATERIAL NEEDED TO CONSTRUCT A BRICK WALL
XMAQ 522 ESTIMATE MATERIAL NEEDED TO CONSTRUCT A ROCK WALL
XMAQ 525 ESTIMATE MATERIAL NEEDED TO CONSTRUCT A STONE WALL

XMAQ 601 CONSTRUCT TYPES OF SCAFFOLDS
XMAQ 604 MATCH NEW WORK TO AN EXISTING STRUCTURE
XMAQ 607 CONSTRUCT AN INSIDE FIREPLACE
XMAQ 610 CONSTRUCT AN OUTSIDE FIREPLACE
XMAQ 613 CONSTRUCT A BRICK BARBECUE

XMAQ 616 CLEAN A MASONRY WALL
XMAQ 622 MIX MORTAR FOR BLOCK WORK
XMAQ 625 LAY DIFFERENT BOND TECHNIQUES FOR BLOCK
XMAQ 628 MIX MORTAR FOR BRICK WORK
XMAQ 631 LAY DIFFERENT BOND TECHNIQUES FOR BRICK

XMAQ 634 LAY BRICK IN A CIRCLE
XMAQ 637 MIX MORTAR FOR ROCK WORK
XMAQ 640 MIX MORTAR FOR STONE WORK
XMAQ 701 IDENT RELATED EQUIP A BRICKLAYER WILL USE ON SOME JOBS
XMAQ 801 CONSTRUCT A BLOCK WALL

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EXIT, MASONRY

  MASONRY, EQUIP

  XMAQ 804  CONSTRUCT A BLOCK WALL WITH OPENINGS
  XMAQ 807  BUILD A BLOCK LEAD
  XMAQ 810  BUILD A BLOCK CORNER
  XMAQ 813  CONSTRUCT WALL WITH REINFORCING FOR BLOCK
  XMAQ 816  CONSTRUCT A BLOCK CHIMNEY

  XMAQ 819  BUILD A BLOCK PIER
  XMAQ 822  CONSTRUCT A BLOCK RETAINING WALL
  XMAQ 825  CONSTRUCT A BRICK WALL
  XMAQ 828  CONSTRUCT A BRICK WALL WITH OPENINGS
  XMAQ 831  BUILD A BRICK LEAD

  XMAQ 834  CONSTRUCT A BRICK CORNER
  XMAQ 837  CONSTRUCT A WALL WITH REINFORCING FOR BRICKS
  XMAQ 840  CONSTRUCT BRICK STEPS
  XMAQ 843  CONSTRUCT A BRICK CHIMNEY
  XMAQ 846  CONSTRUCT A MASONRY PATIO IN BASKETWEAVE PATTERN

  XMAQ 849  CONSTRUCT A MASONRY PATIO IN HERRINGBONE PATTERN
  XMAQ 852  BUILD A BRICK PIER
  XMAQ 855  BUILD A BRICK PILASTER
  XMAQ 856  CONSTRUCT AN ARCH WITH BRICK
  XMAQ 858  CONSTRUCT A ROCK WALL

  XMAQ 861  CONSTRUCT A ROCK WALL WITH OPENINGS
  XMAQ 864  CONSTRUCT A ROCK CORNER
  XMAQ 867  CONSTRUCT A ROCK CHIMNEY
  XMAQ 870  BUILD A ROCK PIER
  XMAQ 873  CONSTRUCT A ROCK ARCH

  XMAQ 876  CONSTRUCT A STONE WALL
  XMAQ 879  CONSTRUCT A STONE WALL WITH OPENING
  XMAQ 882  BUILD A STONE LEAD
  XMAQ 885  CONSTRUCT A STONE CORNER
  XMAQ 888  CONSTRUCT A WALL WITH REINFORCING FOR STONE

  XMAQ 891  CONSTRUCT A STONE ARCH
  XMAQ 893  BUILD A STONE PIER
  XMAQ 896  CONSTRUCT A STONE CHIMNEY
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EXIT, MARK/FASHION

MARKET/FASH, BEH

XMFB 101 ACCEPT FELLOW EMPLOYEES
XMFB 104 COMMUNICATE EFFECTIVELY WITH CUSTOMERS
XMFB 107 CARE FOR PERSONAL HYGIENE NEEDS
XMFB 110 DRESS APPROPRIATELY FOR JOB/TRAINING
XMFB 113 HANDLE CUSTOMER OBJECTIONS

XMFB 116 GREET CUSTOMERS
XMFB 119 ARRIVE AT WORK ON TIME
XMFB 122 ACCEPT SUPERVISION

EXIT, MARK/FASHION

MARKET/FASH, COMM

XMFC 101 IDENT GARMENT CONSTRUCTION TECHNIQUE
XMFC 301 MAKE A YEARLY DISPLAY CALENDAR
XMFC 304 MAKE AN ADVERTISING PLAN
XMFC 307 PLAN A SALES PROMOTION
XMFC 310 HANDLE CUSTOMER RETURNS

XMFC 313 TAKE A CREDIT APPLICATION
XMFC 316 USE MARKING TECHNIQUES
XMFC 319 EVALUATE GARMENT QUALITY COST
XMFC 322 CHECK IN NEW MERCHANDISE
XMFC 325 LIST INVENTORY PROCEDURES

XMFC 328 FILL IN A CHECK
XMFC 331 WRITE LEGIBLY
XMFC 334 LIST PROCEDURES FOR ORDERING MERCHANDISE
XMFC 337 FILL OUT A PURCHASE ORDER
XMFC 340 WRITE A MANUAL SALES CHECK

XMFC 343 FILL OUT A TIME CARD
XMFC 346 PREPARE A WRITTEN ADVERTISEMENT FOR RADIO
XMFC 349 LAY OUT A PROPER ADVERTISEMENT FOR A MAGAZINE
XMFC 352 PREPARE ADVERTISING LAYOUTS/FORMATS
XMFC 355 FILL OUT LAY-A-WAY FORMS

XMFC 358 LAY-OUT AN ADVERTISEMENT FOR A NEWSPAPER
XMFC 361 FILL OUT A SALES RECEIPT
XMFC 401 SELL A PRODUCT TO A CUSTOMER
XMFC 404 CHECK AN INVOICE
XMFC 407 USE PROPER TELEPHONE ETIQUETTE

EXIT, MARK/FASHION

MARKET/FASH, COMM

XMFC 410 DEMO PRODUCTS/GARMET KNOWLEDGE
XMFC 413 DEMO PROPER SELLING TECHNIQUES
XMFC 416 IDENT BASICS F STARTING A BUSINESS
XMFC 419 EXPLAIN/INTERPRET BASIC TEXTILE FIBER LAWS
XMFC 425 DESCRIBE ENTREPRENEURSHIP

XMFC 428 DESCRIBE THE FREE ENTERPRISE SYSTEM
XMFC 431 IDENT 5 PROSPECTING TECHNIQUES
XMFC 434 USE SALES FOLLOW-UP PROCEDURES
XMFC 437 USE JOB FOLLOW-UP ACTIVITIES
XMFC 440 IDENT DIFFERENT TYPES OF ADVERTISING

XMFC 443 DEMO CLOSING TECHNIQUES
XMFC 446 MAKE A SALES PRESENTATION

EXIT, MARK/FASHION

MARKET/FASH, MATH

XMFM 101 CALCULATE PERCENTS TO INCLUDE DISCOUNTS/MARK DOWNS
XMFM 104 FIGURE PERCENTS TO INCLUDE SALES TAX
XMFM 107 CALCULATE PERCENT MARKETING FORMULAS
XMFM 110 COMPUTE MANUFACTORS' CASH DISCOUNT
XMFM 111 COMPUTE DISTRIBUTORS' CASH DISCOUNT

XMFM 113 INVENTORY STORE MERCHANDISE
XMFM 116 TAKE A PHYSICAL INVENTORY
XMFM 119 FIGURE TURN OVER RATE OF MERCHANDISE
XMFM 122 FIGURE MULTIPLE PRICING
XMFM 125 MAKE A DEPOSIT

XMFM 128 FIGURE TAX
XMFM 131 ADD, SUBTRACT, MULTIPLY & DIVIDE MONETARY FIGURES
XMFM 134 FIGURE UNIT COST
XMFM 137 FIGURE NET PROFIT
XMFM 140 FIGURE GROSS PROFIT

XMFM 143 GIVE PROPER CHANGE
XMFM 146 CALCULATE PERCENTS TO INCLUDE MARKUP

EXIT, MARK/FASHION

MARKET/FASH, OCCUP

XMFO 101 READ THE WANT ADS FOR A JOB
XMFO 104 WRITE LETTERS OF APPLICATION
XMFO 107 FILL OUT APPLICATIONS FOR JOBS
XMFO 110 COMPILE PERSONAL RESUME
XMFO 113 GO THROUGH JOB INTERVIEW

XMFO 116 WEAR PROPER ATTIRE FOR INTERVIEW
XMFO 119 STATE EMPLOYER EXPECTATIONS
XMFO 122 STATE EMPLOYER RESPONSIBILITIES
XMFO 125 IDENT CAREER OPPORTUNITIES IN MARKETING
XMFO 128 IDENT CAREER OPPORTUNITIES IN FASHION MERCHANDIZING

EXIT, MARK/FASHION

MARKET/FASH, PHYS

XMFP 401 PLAN A WINDOW DISPLAY
XMFP 404 SET UP A WINDOW DISPLAY
XMFP 407 PLACE MERCHANDISE ON SHELF
XMFP 413 BAG ITEMS PROPERLY
XMFP 416 PERFORM CARRY OUT PROCEDURES

XMFP 419 ARRANGE MERCHANDISE FOR DISPLAY

EXIT, MARK/FASHION

MARKET/FASH, EQUIP

XMFQ 401 USE A MARKING GUN
XMFQ 501 IDENT PROPS USED IN DISPLAY
XMFQ 504 IDENT FEMALE SPORTS ATTIRE
XMFQ 507 IDENT MALE SPORTS ATTIRE
XMFQ 510 SELECT OUTERWEAR

XMFQ 513 IDENT DRESSY FEMALE ATTIRE
XMFQ 516 IDENT DRESSY MALE ATTIRE
XMFQ 519 SELECT FOOTWEAR
XMFQ 522 SELECT ACCESSORIES TO FIT OCCASIONS
XMFQ 525 SELECT LINGERIE/UNDERWEAR

XMFQ 604 CLEAN DISPLAYS
XMFQ 607 MANIPULATE DISPLAY PROPS
XMFQ 610 PROCESS CREDIT CARDS
XMFQ 613 PRICE ITEMS
XMFQ 615 PREPARE MERCHANDISING DISPLAY

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EXIT, MARK/FASHION

  MARKET/FASH, EQUIP

  XMFQ 616  PACKAGE MERCHANDISE PROPERLY FOR DISPLAY
  XMFQ 619  CREATE AN EFFECTIVE DISPLAY
  XMFQ 622  IDENT BASIC SPOT REMOVAL TECHNIQUES
  XMFQ 625  COSTUME A THEATRICAL PRODUCTION
  XMFQ 801  OPERATE A POCKET OR BUSINESS CALCULATOR

  XMFQ 804  USE TIME CLOCK
  XMFQ 807  CASH CHECKS
  XMFQ 810  DEMO ANTI-THEFT PROCEDURES
  XMFQ 813  OPEN A CASH REGISTER
  XMFQ 816  OPERATE A CASH REGISTER

  XMFQ 819  CLOSE A CASH REGISTER


EXIT, MACHINE-LATHE

  MACH SHOP-LATHE,COM

  XMLC 101  READ BLUEPRINTS
  XMLC 104  USE CHARTS FOR REFERENCE
  XMLC 107  USE TABLES FOR REFERENCE
  XMLC 110  USE BOOKS FOR REFERENCE
  XMLC 401  DIST'G BETWEEN ANNEL, HARDEN, TEMPER'G & CASE HARDEN METALS


EXIT, MACHINE-LATHE

  MACH SHOP-LATHE,MAT

  XMLM 201  MEASURE WITH STEEL RULE TO 1/64TH OF AN INCH
  XMLM 204  MEASURE WITH MICROMETER TO .0005
  XMLM 207  MEASURE WITH VERNIER TO .0005 (CALIPERS)
  XMLM 210  MEASURE WITH DEPTH MICROMETER
  XMLM 213  MEASURE WITH INSIDE MICROMETER

  XMLM 216  MEASURE WITH CYLINDER BOARD GAUGE
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EXIT, MACHINE-LATHE

  MACH SHOP-LATHE,OCC

  XMLO 101  DEMONSTRATE GOOD PRE-EMPLOYMENT SKILLS


EXIT, MACHINE-LATHE

  MACH SHOP-LATHE,EQU

  XMLQ 101  IDENT CHISELS
  XMLQ 104  IDENTIFY PUNCHES
  XMLQ 201  MAKE 3D VIEW BLUEPRINT
  XMLQ 401  DRILL
  XMLQ 404  REAM

  XMLQ 407  BORE
  XMLQ 410  FILE
  XMLQ 413  POLISH
  XMLQ 416  SAW STOCK WITH POWER HACK SAW TO 1/32NDS OF AN INCH
  XMLQ 501  IDENT LATHE TOOL BITS

  XMLQ 601  DRAW DESIRED DESIGN ON METAL TO 1/16THS OF AN INCH ACCURACY
  XMLQ 701  INDICATE VERTICAL MILL HEAD
  XMLQ 704  INDICATE VERTICAL MILL MOUNT
  XMLQ 707  INDICATE VERTICAL MILL VICE
  XMLQ 710  IDENT VERTICAL MILL FLAT STOCK

  XMLQ 801  OPERATE LATHE CONTROLS
  XMLQ 804  CLEAN LATHE CONTROLS
  XMLQ 807  TURN
  XMLQ 810  FACE
  XMLQ 813  KNURL

  XMLQ 816  GROOVE
  XMLQ 819  TAPOR
  XMLQ 822  USE 4 JAW CHUCK
  XMLQ 825  CUT INTERNAL THREADS
  XMLQ 828  CUT EXTERNAL THREADS

  XMLQ 831  OPERATE VERTICAL MILL CONTROLS
  XMLQ 834  DEMO UNDERSTANDING OF LATHE SPEEDS
  XMLQ 837  DEMO UNDERSTANDING OF LATHE FEEDS
  XMLQ 838  SET UP WORK ON DRILL PRESS
  XMLQ 839  DRILL USING DRILL PRESS
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EXIT, MACHINE-LATHE

  MACH SHOP-LATHE,EQU

  XMLQ 840  PART STOCK
  XMLQ 841  REAM USING DRILL PRESS
  XMLQ 842  COUNTER BORE USING DRILL PRESS
  XMLQ 843  MILL ANGLES USING VERTICAL MILL
  XMLQ 844  COUNTER SINK USING DRILL PRESS

  XMLQ 846  MILL LICEWAYS USING VERTICAL MILL
  XMLQ 847  LAP THREADS USING DRILL PRESS
  XMLQ 849  MILL SLATS USING VERTICAL MILL
  XMLQ 850  DEMO UNDERSTANDING OF DRILL PRESS SPEEDS
  XMLQ 852  DRILL USING VERTICAL MILL

  XMLQ 853  DEMO UNDERSTANDING OF DRILL PRESS FEEDS
  XMLQ 855  REAM USING VERTICAL MILL
  XMLQ 856  OPERATE CYLINDRICAL GRINDER CONTROLS
  XMLQ 858  BORE USING VERTICAL MILL
  XMLQ 859  MOUNT & TURN CYLINDRICAL GRINDER WHEELS

  XMLQ 861  STRADDLE HORIZONTAL MILL
  XMLQ 862  GRIND STRAIGHT OUTSIDE DIAMETER USING CYLINDRICAL GRINDER
  XMLQ 864  DEMO UNDERSTANDING OF VERTICAL MILL SPEEDS
  XMLQ 865  GRIND TAPER USING CYLINDRICAL GRINDER
  XMLQ 867  DEMO UNDERSTANDING OF VERTICAL MILL FEEDS

  XMLQ 870  OPERATE HORIZONTAL MILL CONTROLS
  XMLQ 873  SET UP CUTTERS ON HORIZONTAL MILLS
  XMLQ 875  TEST METAL FOR HARDNESS
  XMLQ 876  MILL FLAT STOCK USING HORIZONTAL MILL
  XMLQ 878  COMPLETE SPARK TEST

  XMLQ 881  SQUARE STOCK USING HORIZONTAL MILL
  XMLQ 882  POLISH METAL (BENCH WORK)
  XMLQ 883  CUT METAL (BENCH WORK)
  XMLQ 884  SHARPEN TOOLS OFF HANDS (BENCH WORK)
  XMLQ 885  SAW STOCK USING HORIZONTAL MILL

  XMLQ 886  FILE METAL (BENCH WORK)
  XMLQ 888  MILL LICEWAYS USING HORIZONTAL MILL
  XMLQ 891  DEMO UNDERSTANDING OF HORIZONTAL MILL SPEEDS
  XMLQ 894  DEMO UNDERSTANDING OF HORIZONTAL MILL FEEDS
  XMLQ 896  OPERATE SURFACE GRINDER CONTROLS

  XMLQ 897  SQUARE STOCK USING SURFACE GRINDER
  XMLQ 898  MOUNT & TURN SURFACE GRINDER WHEEL
  XMLQ 899  GRIND FLAT SURFACE USING SURFACE GRINDER
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EXIT, MACH-WELDING

MACH-WELDING, BEH

XMWB 101 WORK WELL WITH PEERS
XMWB 104 ARRIVE PUNCTUALLY 95% OF THE TIME
XMWB 107 ATTEND 95% OF THE TIME
XMWB 110 WORK WITHIN MANAGEMENT FRAMEWORK/GUIDELINES OF THE COMPANY

EXIT, MACH-WELDING

MACH-WELDING, COMM

XMWC 101 READ/INTERPRET BLUEPRINTS VISUALIZING 3 BASIC VIEWS
XMWC 104 INTERPRET DIMENSIONS ON BLUEPRINTS
XMWC 107 INTERPRET WELDING SYMBOLS ON BLUEPRINTS
XMWC 301 LIST ADVANTAGES IN USING REVERSE
XMWC 302 LIST DISADVANTAGES IN USING REVERSE

XMWC 304 LIST ADVANTAGES IN USING STRAIGHT
XMWC 305 LIST DISADVANTAGES IN USING STRAIGHT
XMWC 307 IDENT DIFFERENT TYPES OF SHEET METAL
XMWC 310 IDENT GAUGE (SIZING) OF SHEET METAL
XMWC 313 LIST CHARACTERISTICS OF A GOOD WELD

XMWC 316 IDENT ADVANTAGES OF AC ARC WELDING
XMWC 317 IDENT DISADVANTAGES OF AC ARC WELDING
XMWC 322 IDENT ADVANTAGES OF DC ARC WELDING
XMWC 325 IDENT DISADVANTAGES OF DC ARC WELDING
XMWC 328 DESCRIBE THE AWS CLASSIFICATION SYSTEM OF WELDING RODS

XMWC 331 LIST REASONS FOR HEATING METALS
XMWC 334 LIST ADVANTAGES OF PLAZMA CUTTING
XMWC 337 LIST USES OF PLAZMA WELDING
XMWC 340 IDENT COMMON WELD PROBLEMS WHICH MAY CAUSE WELD FAILURE
XMWC 401 EXPLAIN THE CLEANING (CARE) OF WELDING TIPS

XMWC 402 EXPLAIN THE TREATMENT (CARE) OF WELDING TIPS
XMWC 404 EXPLAIN HANDLING OF OXYGEN BOTTLES/CYLINDERS
XMWC 407 EXPLAIN HANDLING OF ACETYLENE BOTTLES/CYLINDERS
XMWC 410 DEFINE DINGLEBERRIES
XMWC 413 DEFINE PASS SLAG

XMWC 416 DEFINE BEAD
XMWC 419 DEFINE UNDERCUT
XMWC 422 DEFINE SCARFING
XMWC 425 DEFINE LEVELING PUDDLE
XMWC 428 DEFINE TACKING

EXIT, MACH-WELDING

MACH-WELDING, COMM

XMWC 431 DEFINE FILLET ROD
XMWC 434 DEFINE PENETRATION
XMWC 437 DEFINE VOCABULARY OF MIG PROCESS (GUN, SHORT ARC, CORE,ETC)
XMWC 440 DEFINE THE VOCABULARY OF TIG WELDING (FOOT PEDAL, ETC)
XMWC 443 DESCRIBE SHEET METAL JOINTS

XMWC 446 DESCRIBE SHEET METAL EDGE FINISH (HEMS, ETC)
XMWC 449 DESCRI' RESISTANCE (SPOT) WELD'G PROCE'S OF JOINTING METALS
XMWC 452 DESCRIBE INDUSTRIAL SHEET METAL FORMING PROCESSES
XMWC 455 DESCRIBE METHODS OF FINISHING (IE,PAINTING, PLASTIC COATING
XMWC 458 DESCRIBE BASIC CLASSIF' & NUMBERING SYSTEMS OF METALS

XMWC 461 STATE DIFFERENCE BETWEEN CONSTANT VOLTAGE & SHAW MACHINES
XMWC 464 DESCRIBE TYPES OF TESTING OF WELDS
XMWC 467 DESCRIBE TYPES OF INSPECTION OF WELDS
XMWC 470 EXPLAIN REASONS FOR USING PLAZMA WELDING
XMWC 473 EXPLAIN HOW THE PARTS OF A CUTTING TORCH WORK

EXIT, MACH-WELDING

MACH-WELDING, OCCUP

XMWO 101 COMPLETE AN APPLICATION FOR EMPLOYMENT
XMWO 104 WRITE A RESUME
XMWO 107 PRESENT SELF IN APPROPRIATE CLOTHING WHEN APPLYING FOR JOB
XMWO 110 LIST CHAIN OF COMMAND OF COMPANY

EXIT, MACH-WELDING

MACH-WELDING, EQUIP

XMWQ 200 OPERATE/USE A NUMBER OF HAND TOOLS
XMWQ 201 USE HAMMERS
XMWQ 204 USE PLIERS
XMWQ 207 USE VICE GRIP
XMWQ 210 USE FLAT SCREWDRIVER

XMWQ 213 USE HAND SHEARS
XMWQ 216 USE FILES
XMWQ 219 USE CLAMPS
XMWQ 222 USE MEASURING TAPE/STEEL RULE PROPERLY
XMWQ 225 USE PHILLIPS SCREWDRIVER

EXIT, MACH-WELDING

MACH-WELDING, EQUIP

XMWQ 228 USE SLAG HAMMER PROPERLY
XMWQ 231 USE FITTING HAMMERS PROPERLY
XMWQ 234 USE WIRE BRUSHES PROPERLY
XMWQ 237 USE BRAKE AWLS
XMWQ 240 USE SQUARES

XMWQ 246 USE DIVIDERS PROPERLY
XMWQ 248 DEMO USE OF CRIMPING TOOLS
XMWQ 404 USE POWER NIPPERS
XMWQ 406 USE POWER SHEARS
XMWQ 408 USE POWER RIVETING GUNS

XMWQ 410 USE PNEUMATIC SHEET METAL SHEAR
XMWQ 412 USE SHEET METAL BRAKE
XMWQ 501 IDENT THE BASIC TYPES OF STEEL
XMWQ 504 IDENT THE 4 MOST COMMON NONFEROUS STEELS
XMWQ 507 IDENT OXYACETYLENE WELDING RODS

XMWQ 601 DETERMINE SIZE OF TIP NEEDED FOR SPECIFIC WELDING JOB
XMWQ 604 MATCH THE PROPER CUTTING TIP TO THE PROPER JOB
XMWQ 606 RECOGNIZE PROPERTIES & USES OF SQUARE TUBING
XMWQ 608 RECOGNIZE THE PROPERTIES & USES OF ANGLE PIPE
XMWQ 610 RECOGNIZE PROPERTIES & USES OF PLATE

XMWQ 612 RECOGNIZE PROPERTIES & USES OF SHEET METAL
XMWQ 614 RECOGNIZE PROPERTIES & USES OF EXPANDED METAL
XMWQ 616 RECOGNIZE PROPERTIES & USES OF DIAMOND PLATE
XMWQ 619 STORE WELDING ELECTRODE IN WARM DRY CABINET TO PRESERVE FLU
XMWQ 622 USE SHEET METAL

XMWQ 625 DEMO FIRST AID FOR INJURY FROM SHEET METAL
XMWQ 628 FORM SHEET METAL INTO USEFUL OBJECTS
XMWQ 630 BEND SHEET METAL INTO USEFUL OBJECTS
XMWQ 632 JOIN SHEET METAL INTO USEFUL OBJECTS
XMWQ 634 DEMO USE OF ROLLS

XMWQ 635 DEMO HEAT TREATING OF METALS
XMWQ 636 DEMO USE OF DIES
XMWQ 638 DIFF BETWEEN BRAZING & BRAZE WELDING WHEN PRESENTED EXAMPLE
XMWQ 701 IDENT PARTS OF THE OXYGEN-ACETYLENE TORCH
XMWQ 704 IDENT COMMON TYPES OF ELECTRODES FOR SPECIFIC WELD APPLICAT

XMWQ 707 IDENT PARTS OF THE MIG WELDER
XMWQ 801 USE OXYACETYLENE WELDING WELDING EQUIPMENT SAFELY
XMWQ 802 MAKE A VERTICAL BUTT WELD
XMWQ 803 MAKE A VERTICAL UP WELD
XMWQ 804 DEMO OPERATIONS OF THE OXYACETYLENE TORCH

EXIT, MACH-WELDING

MACH-WELDING, EQUIP

XMWQ 805 PREPARE METAL FOR WELDING
XMWQ 806 TROUBLESHOOT ARC WELDER TO ID FAILURES IN STARTING AN ARC
XMWQ 807 ADJUST THE PRESSURES OF THE OXYACETYLENE GAUGES
XMWQ 808 SHUT DOWN WELDERS
XMWQ 809 RUN A FILLET WELD WITH FILLER ROD

XMWQ 810 WELD A BEAD WITH OR WITHOUT A FILLER ROD
XMWQ 811 WELD A LAP WELD WITH FILLER ROD
XMWQ 812 RUN A BRONZE HEAD
XMWQ 813 FIT COMMON TYPES OF JOINTS USED IN ASSEMBL'G METAL PRODUCTS
XMWQ 814 RUN A BRONZE FILLET WELD

XMWQ 815 SERVICE ON OXYACETYLENE WELDING TIPS
XMWQ 816 WELD COMMON TYPES OF JOINTS USED TO ASSEMBLE METAL PRODUCTS
XMWQ 817 WELD A BUTT WELD WITH FILLER ROD
XMWQ 818 MAKE A 5 BEAD PAD WELD
XMWQ 819 DIFFERENTIATE PROPER CUTTING/NEUTRAL FLAME FROM (CON'D)

XMWQ 820 (CONT'D FROM Q819) CARBURIZING & OR OXIDIZING FLAME
XMWQ 821 RUN A LAP WELD (ARC)
XMWQ 822 RUN A FILLET BEAD (ARC)
XMWQ 823 SET AMPERAGE ON ARC WELDER FOR DIFFERENT METALS
XMWQ 824 SET AMPERAGE ON ARC WELDER FOR DIFFERENT THICKNESS OF METAL

XMWQ 825 DEMO USE OF PARTS OF CUTTING/BURNING TORCH
XMWQ 826 DEMO OPERATION OF THE CUTTING/BURNING TORCH
XMWQ 827 RUN BEAD WITH 6011 ROD
XMWQ 828 DEMO TECHNIQUES OF BURNING/CUTTING THRU 1/4-2" THICK METALS
XMWQ 829 WELD A BEAD WITH FILLER ROD

XMWQ 830 RUN A BUTT WELD (ARC)
XMWQ 831 DIFF COLORING & THREADING FOR OXYGEN & ACETYLENE HOSES
XMWQ 832 MAKE A STRAIGHT CUT
XMWQ 834 DEMO ACETYLENE & OXYGEN SUPPLY SYSTEMS (BOTTLES, VALVES)
XMWQ 835 ADJUST TIG WELD MACHINE TO MAKE SUCCESSFUL WELDS

XMWQ 836 OPERATE TIG WELD MACHINE TO MAKE SUCCESSFUL WELDS
XMWQ 837 BRAZE STEEL USING A BRONZE FILLER & PROPER FLUX
XMWQ 840 BRAZE CASE IRON USING A BRONZE FILLER & PROPER FLUX
XMWQ 843 SCARF OUT EXCESS METAL/REMOVE OLD WELD
XMWQ 844 USE CIRCLE BURNER ON THE CUTTING TORCH

XMWQ 845 STRIKE AN ARC & WELD A BEAD
XMWQ 846 USE SAFETY EQUIP FOR ARCH WELDING
XMWQ 847 USE MIG WELDING MACHINES TO WELD STEEL IN ALL POSITIONS
XMWQ 848 DEMO PROPER TECHNIQUES OF FITTING PRODUCTS
XMWQ 849 DEMO PROPER TECHNIQUES OF TACKING A PRODUCT

EXIT, MACH-WELDING

MACH-WELDING, EQUIP

XMWQ 850 DEMO PROPER TECHNIQUES OF WELDING A PRODUCT
XMWQ 851 RECOGNIZE WELDABILITY OF VARIOUS METALS
XMWQ 852 DEMO SKILL OF WELDING OVERHEAD
XMWQ 853 DEMO SKILL OF WELDING HORIZONTALLY
XMWQ 854 RECOGNIZE VARIOUS KINDS OF METALS

XMWQ 855 DEMO SKILL OF WELDING VERTICALLY UP-HAND
XMWQ 856 DEMO SKILL OF WELDING VERTICALLY DOWN-HAND
XMWQ 857 CUT OUT CIRCLES
XMWQ 858 RECOGNIZE DC & AC USED IN WELDING MACHINE
XMWQ 860 MAKE A VERTICAL DOWN BEAD

XMWQ 862 RUN A HORIZONTAL BEAD
XMWQ 864 CLEAN & PREPARE ALUMINUM FOR WELDING BY TIG PROCESS
XMWQ 865 CLEAN & PREPARE STAINLESS STEEL FOR WELDING BY TIG PROCESS
XMWQ 866 CLEAN & PREPARE COPPER FOR WELDING BY TIG PROCESS
XMWQ 867 RUN BUTT WELD WITH MIG WELDER

XMWQ 868 RUN FILLET WELD WITH MIG WELDER
XMWQ 870 MAKE A HORIZONTAL BUTT WELD
XMWQ 871 USE FLAT GRINDER TO REMOVE EXCESS MATERIAL/GROOVE CRACKS
XMWQ 872 USE END GRINDER TO REMOVE EXCESS MATERIAL/GROOVE CRACKS
XMWQ 873 USE PEDESTAL GRINDER TO REMOVE EXCESS/GROOVE CRACKS FOR WLD

XMWQ 874 DEMO DRILLING OF HOLES IN SHEET METAL
XMWQ 875 DEMO PUNCHING HOLES IN SHEET METAL
XMWQ 876 DEMO DIE CUTTING HOLES IN SHEET METAL
XMWQ 877 DEMO CUTTING HOLES IN SHEET METAL IN ADDITIONAL WAYS
XMWQ 878 DEMO PORTABLE POWER USE IN SHEET METAL, AIR OPERATED

XMWQ 879 DEMO PORTABLE POWER USE IN SHEET METAL, ELECTRICAL OPERATED
XMWQ 880 DEMO PROCEDURES OF ARC WELDING
XMWQ 881 DEMO PRODUCTION ORIENTED SMAW
XMWQ 882 DEMO OX-FUEL GAS CUTTING USING 4 OPTIONAL FUEL GASES
XMWQ 883 TRANSFER INFO FROM BLUEPRINTS TO ACTUAL METAL PARTS

XMWQ 884 DEMO BRAZING SKILLS ADEQUATE FOR EMPLOYMENT
XMWQ 885 DEMO BRAZE WELDING SKILLS ADEQUATE FOR EMPLOYMENT
XMWQ 887 SOLDER JOINTS USING AN OXYGEN FUEL GAS TORCH
XMWQ 888 SOLDER ELECTRICAL CONNECTIONS USING AN OXYGEN-FUEL TORCH
XMWQ 889 TROUBLE SHOOT WIRE FEEDERS TO LOCATE/REMEDIATE PROBLEM

XMWQ 890 RUN A CORNER WELD WITHOUT FILLER ROD
XMWQ 891 MAKE AN OVERHEAD LAP BEAD
XMWQ 892 RUN AN OVERHEAD LAP BEAD

EXIT, SMALL ENGINES

SMALL ENGINE, EQUIP

XSEQ 100 IDENT HAND TOOLS PROPERLY
XSEQ 200 USE HAND TOOLS PROPERLY
XSEQ 300 IDENT POWER TOOLS
XSEQ 400 USE POWER TOOLS
XSEQ 701 IDENT TYPES OF SMALL ENGINES

XSEQ 800 USE EQUIPMENT PROPERLY
XSEQ 801 REPAIR STARTER
XSEQ 804 TROUBLESHOOT SMALL ENGINES
XSEQ 807 TUNE UP SMALL ENGINES
XSEQ 810 MAINTAIN IGNITION SYSTEMS

XSEQ 813 REPAIR IGNITION SYSTEMS
XSEQ 816 REPAIR FUEL SYSTEMS
XSEQ 819 REPAIR VALVES & VALVE OPERATING ASSEMBLIES
XSEQ 822 REPAIR CYLINDERS
XSEQ 825 REPAIR PISTONS

XSEQ 828 REPAIR ROD ASSEMBLIES
XSEQ 831 INSPECT CRANKSHAFT
XSEQ 834 REPAIR LUBRICATING SYSTEM

EXIT, SEWING

SEWING, BEH

XSWB 101 BATHE DAILY
XSWB 104 USE DEODORANT DAILY

EXIT, SEWING

SEWING, COMM

XSWC 101 LOCATE/INTERPRET INFO ON BACK OF PATTERN
XSWC 301 DEMO MARKING TECHNIQUES
XSWC 401 DEFINE PATTERN TERMINOLOGY
XSWC 404 COMMUNICATE EFFECTIVELY WITH THE PUBLIC

EXIT, SEWING

SEWING, EQUIP

XSWQ 100 SELECT TOOLS APPROPRIATE FOR EACH TASK
XSWQ 101 IDENT PRESSING TOOLS
XSWQ 201 DEMO STAYSTITCHING
XSWQ 204 DEMO TECHNIQUES FOR CUTTING FABRICS
XSWQ 301 IDENT PRESSING TOOLS

XSWQ 501 IDENT MAN-MADE FIBERS
XSWQ 504 IDENT NATURAL FIBERS
XSWQ 507 DETERMINE FABRIC QUALITY
XSWQ 510 DISTINGUISH BETWEEN DIFFERENT FABRIC FINISHES
XSWQ 513 COORDINATE FABRIC, LININGS, & INTERFACINGS

XSWQ 516 IDENT PRESSING ACCESSORIES
XSWQ 601 SELECT CORRECT PATTERN
XSWQ 604 COORDINATE FABRIC WITH PATTERN
XSWQ 607 DEMO USE OF STEAM PRESSER
XSWQ 610 DEMO USE OF PANTS PRESSER

XSWQ 613 USE PRESSING EQUIP ACCORDING TO FABRIC CHARACTERISTICS
XSWQ 616 DEMO DIFFERENCES BETWEEN PRESSING & IRONING
XSWQ 619 DEMO FABRIC PREPARATION
XSWQ 622 DEMO PATTERN ALTERATION
XSWQ 625 DEMO PATTERN LAYOUT

XSWQ 631 CONSTRUCT SLACKS PROPERLY
XSWQ 634 CONSTRUCT SKIRTS PROPERLY
XSWQ 637 CONSTRUCT VEST PROPERLY
XSWQ 640 CONSTRUCT BLOUSES/SHIRTS PROPERLY
XSWQ 643 CONSTRUCT UNLINED GARMENTS PROPERLY

XSWQ 646 CONSTRUCT TAILORED COAT OR SUIT PROPERLY
XSWQ 649 CONSTRUCT DRESSES PROPERLY
XSWQ 652 DEMO HOW TO SEW WITH PLAIDS
XSWQ 655 CONSTRUCT SWEATERS FROM APPROPRIATE MATERIAL
XSWQ 658 SEW KNIT MATERIALS APPROPRIATELY

XSWQ 661 CONSTRUCT FORMAL PROPERLY
XSWQ 664 DEMO PROPER CLOTHING CONSTRUCTION TECHNIQUES
XSWQ 667 CONSTRUCT DRAPES & CURTAINS
XSWQ 670 UPHOLSTER A SIMPLE CHAIR
XSWQ 673 CONSTRUCT LINGERIE PROPERLY

XSWQ 676 MAKE ALTERATIONS IN WOMEN'S CLOTHES
XSWQ 679 MAKE ALTERATIONS IN MEN'S CLOTHES
XSWQ 801 MAINTAIN/CARE FOR ALL EQUIP